

- 1. Call to Order**
- 2. Acknowledgement of Treaty Land**
- 3. Mayor's Comments**
- 4. Record of Attendance**
- 5. Agenda Approval**
- 6. Disclosure of Conflict of Interest**
- 7. Public Hearings/Presentations/Delegations/Petitions**
- 8. Minutes of Previous Meeting(s)**
 - a) Regular Council Meeting Minutes of December 11, 2023
- 9. Unfinished Business**
- 10. By-laws**
- 11. New Business/Recommendations**
 - a) Annual Bonding
 - b) Planning Director Appointment
 - c) Mandate Letters
 - d) Year End 2023
 - e) Incentives Program
 - f) Communications Plan
- 12. Bills for Payment**
- 13. Consent Agenda**
 - a) Letter – Drydocking of the MV Madeleine II
 - b) Letter – Communities in Bloom
 - c) Letter – Rainbow Registered
 - d) Letter – UMN Member Update
 - e) Letter – Minister of Public Safety re policing boundaries
 - f) Letter – Nature Trust NB
 - g) Minutes – RVCC September 19, 2023
 - h) Minutes – RVCC October 17, 2023
 - i) Monthly Report – Fire Rescue Department November 2023
 - j) Monthly Report – Fire Rescue Department December 2023
 - k) Junior Achievers

- 14. Council Reports**
- 15. Business Arising from Committee of the Whole**
- 16. Adjournment**

Community Centrum: Grand Bay Room – Broadcast for the Public

1. Call to Order

Mayor Merrifield called the meeting to order at 7:00 pm.

2. Acknowledgement of Treaty Land

We respectfully acknowledge that Grand Bay-Westfield exists on the traditional Wolastoqey (WOOL-US-TOOK-WAY) land.

The lands of Wabanaki (WAH-BAH-NAH-KEE) people are recognized in a series of Peace and Friendship Treaties to establish an ongoing relationship of peace, friendship and mutual respect between equal nations.

The river that runs by our town is known as Wolastoq (WOOL-LUSS-TOOK), along which live Wolastoqiyik (WOOL-US-TOO-GWEEG) - the people of the beautiful and bountiful river.

We, the staff and elected representatives, pay respect to the elders, past and present, and descendants of this land.

3. Mayor's Comments

4. Record of Attendance

Mayor Merrifield, Deputy Mayor Toole, Councillor McIntosh Lawrence, Councillor Day, Councillor Balcomb, Councillor Balemans, and Councillor Burpee in attendance.

Regrets:

Staff Attendance: John Enns-Wind, James Barrington, Troy Gautreau, David Taylor, Bruce Gault, Rick Adams, Broc Belding, and Nicole Kelly

Guests: Andrew Beckett, Envision Saint John Interim CEO
Marie Langlois, LIFPA Development Manager

5. Agenda Approval

That the Council of the Town of Grand Bay-Westfield approve the Agenda of December 11, 2023, as presented.

Motioned by: Councillor Balcomb

Seconded by: Councillor Balemans

Carried

6. Disclosure of Conflict of Interest

Councillor Balemans item 15.

7. Public Hearings/Presentations/Delegations/Petitions

a) Envision Saint John – Andrew Beckett, Interim CEO

That the Council of the Town of Grand Bay-Westfield receive and file the information as presented.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor McIntosh Lawrence

Carried

b) LIFPA: Marie Langlois, Development Manager

That the Council of the Town of Grand Bay-Westfield receive and file the information as presented.

Motioned by: Councillor Burpee

Seconded by: Councillor Balcomb

Carried

8. Minutes of Previous Meeting

a) Regular Council Minutes of November 27, 2023

That the Council of the Town of Grand Bay-Westfield adopt the Minutes of the Regular Meeting of November 27, 2023, as presented.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Burpee

Carried

9. Unfinished Business

None

10. By-Laws

a) **By-Law No. PW-001 Sanitary Sewer System (3rd Reading)**

Third Reading (by title):

By-Law No. PW-001 Sanitary Sewer System

Motioned by: Councillor Burpee

Seconded by: Councillor Balemans

Carried

b) **By-law No. PR-001: Respecting Roads Accessible to Off-Road Vehicles (3rd Reading)**

Third Reading (by title):

By-law No. PR-001: Respecting Roads Accessible to Off-Road Vehicles

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence

Carried

11. New Business/Recommendations

a) **Rail Crossing Review**

That the Council of the Town of Grand Bay-Westfield direct Administration to:

- Add Stop Bar pavement markings at each of the 6 railway crossings in 2024 and to be installed at the same time the normal pavement markings are being installed. And,
- Purchase new advanced warning signs (2 at Epworth Park Road, 1 at Pamdenec Road) and crosswalk signs (2 on the west side at Pamdenec Road to match the east side) to be installed as weather permits. And,
- Widen the shoulder areas in the winter to allow for greater vehicle pull-off room while waiting for trains. Which will also improve sightlines at the intersection. Further,

That the Council of the Town of Grand Bay-Westfield direct Administration to amend the capital plan to:

- Add northbound right turn lanes with storage to the Brittain Rd., Epworth Park Rd., Station St. and Pamdenec Rd. in their next Road Ahead Plan for consideration under Designated Highway Capital Improvements.
- Improve shoulder conditions to allow for improved vehicle pull-off while waiting for trains.

Motioned by: Councillor Balcomb

Seconded by: Councillor Burpee

Carried

b) Town Fees 2024

That the Council of the Town of Grand Bay-Westfield adopt the Various 2024 Town Fees effective January 1, 2024.

Motioned by: Councillor Burpee

Seconded by: Deputy Mayor Toole

Carried

c) General Revenue Reserve Transfers 2023

That the Council of Grand Bay-Westfield Council authorize the following transfers:

- Transfer \$600,000 from the General Revenue Fund to the General Revenue Capital Reserve.
- Transfer \$112,147 from the General Revenue Capital Reserve to the General Revenue Fund.
- Transfer \$53,500 from the General Revenue Fund to the General Revenue Operating Reserve.

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence

Carried

d) Sewerage Revenue Reserve Transfers 2023

That the Council of Grand Bay-Westfield Council authorize the following transfers:

- Transfer \$30,000 from the Sewerage Utility Fund to the Sewerage Utility Operating Reserve
- Transfer \$75,000 from the Sewerage Utility Fund to the Sewerage Utility Capital Reserve

Motioned by: Councillor Balemans

Seconded by: Deputy Mayor Toole

Carried

e) Term Loan Repayment

That the Council of the Town of Grand Bay-Westfield authorize the Mayor and CFO to instruct Scotiabank to transfer \$1,062,925.25 from the operating account to pay off the amounts outstanding on the term loans.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Balcomb

Carried

f) Council Calendar 2024

That the Council of the Town of Grand Bay-Westfield approve the calendar as presented.

Motioned by: Councillor Burpee

Seconded by: Councillor Balemans

Carried

12. Bills for Payment

- a) That the Council of the Town of Grand Bay-Westfield authorize the December 11, 2023 bills for payment as presented in the amount for \$119,566.53.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Balemans

Carried

13. Consent Agenda

- a) NB EMO Package
- b) Glenn Carpenter Expansion Project Update
- c) PAC Meeting Minutes November 6, 2023
- d) FRSC Letter re MCBB Application
- e) Donation Request Bobby's Hospice
- f) Building Report November 2023

End Consent Agenda

That the Council of the Town of Grand Bay-Westfield receive and file the consent agenda items for December 11, 2023.

Motioned by: Councillor Balcomb

Seconded by: Councillor Burpee

Carried

14. Council Reports

15. Business Arising from Committee of the Whole

That the Council of the Town of Grand Bay-Westfield finds that Councillor Balemans violated the Code of Conduct when Councillor Balemans used his position as a Council Member to influence residents for a purpose other than for the exercise of his official duties in that he identified himself as a Council Member when he solicited residents for their support of his petition in relation to the proposed development of the trail on Town property. And,

That Councillor Balemans be provided a letter of reprimand and, at his own expense, take a governance course approved by Council.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Burpee

Carried

16. Adjournment

That the Council of the Town of Grand Bay-Westfield adjourned the meeting at 8:33pm.

Motioned by: Councillor Burpee

Seconded by: Deputy Mayor Toole

Carried

John Enns-Wind
CAO

Brittany Merrifield
Mayor

Vision: A welcoming place for all to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

COUNCIL MEETING:

January 8, 2024

TITLE: ANNUAL BONDING – TOWN EMPLOYEES

PREPARED BY: JAMES BARRINGTON

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

- Organizational Capacity

ATTACHMENTS

- Proof of Insurance 2024

BACKGROUND

The municipality has in place By-law GG-006, Town of Grand Bay-Westfield Bonding By-law. This By-law is required per section 84 of the *Local Governance Act*.

COMMENT

The Town has in place a Blanket Bond which our Insurers have previously advised complies with the wording of our current By-law.

FINANCIAL IMPLICATIONS

The Municipality Fee for Bonding coverage is included in the total insurance 2024 fee.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield receive and file the Town's Report regarding Annual Bonding – Town Employees.

MOTION

That the Council of the Town of Grand Bay-Westfield receive and file the Annual Bonding - Town Employees of January 8, 2024.

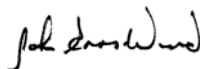
APPROVAL

Department Head:



January 2, 2024

CAO:



January 4, 2024



2510 Sparrow Drive, Nisku, AB T9E 8N5 | Phone: 780.955.3639 | Fax: 780.955.3615

CERTIFICATE OF INSURANCE: GENERAL LIABILITY

CERTIFICATE NO.: TG19

CERTIFICATE HOLDER: TOWN OF GRAND BAY-WESTFIELD

EFFECTIVE DATE: January 1, 2024 - EXPIRY DATE: November 1, 2024
12:01 A.M. Standard Time at the address of the Certificate Holder

The following is a summary of Coverages that are applicable to the above Certificate Holder under the RMA Insurance Program which are in force for the period shown above. Please refer to the actual policy documents for full details of all terms, conditions, limitations and exclusions applicable to the coverage afforded.

PART A: LIABILITY INSURANCE

Total Municipal Premium:

Total Premium: \$25,405

Insuring Agreement

In the event that Legal Liability claims for negligence are brought against the Certificate Holder and/or the Additional Named Insured(s) hereunder, Insurers will pay compensatory damages, including legal expenses incurred, subject to the terms, conditions, limitations and exclusions of the respective Sections of the Policy.

Items of Coverage

Combined Limits of Liability

Genesis Reciprocal Insurance Exchange – Until Aggregate is Exhausted

\$1,000,000 Per Occurrence /
\$8,000,000 Annual Aggregate

Volante Canada Limited (Certain Underwriters at Lloyd’s) – 50% share of

Direct attachment as per Section One to
Four below.

Markel Global Reinsurance Company – 50% share of

\$1,000,000 per occurrence / \$10,000,000
Excess aggregate Excess of \$8,000,000
Annual Aggregate

The following Section One through Four is excess of the \$1,000,000 Per Occurrence except for Non-Owned Automobile excess of NIL Per Occurrence

SECTION ONE – COMPREHENSIVE GENERAL LIABILITY

50% Volante Canada Limited (Certain Underwriters at Lloyds) and 50% Genesis Reciprocal Insurance Exchange Re-insured through Markel Global Reinsurance Company (if above occurrence is breached and/or aggregate is exhausted and/or direct attachment applies)

\$5,000,000 Per Occurrence

Third Party Bodily Injury and/or Property Damage

\$5,000,000

Premises and Operations

Included

Employers Liability

Included

Non-Owned Automobile Liability

\$5,000,000

Tenants Legal Liability

\$5,000,000

Limited Sudden and Accidental Pollution (subject to specific discovery/reporting provisions)

Included

Legal Liability for Damage to Automobiles

\$200,000 except \$1,000,000 mutual aid

Employee Benefits Liability

\$5,000,000 per Occurrence/Aggregate

Personal & Advertising Injury Liability

\$5,000,000 per Occurrence

In consideration of the premium specified above (or in endorsement[s] attached hereto), this document certifies that insurance has been effected under Policy No. GENESIS 2024 (V) and Genesis 2024 (M) of the Genesis Reciprocal Insurance Exchange and Policy No. GAI2012/24 (V) of Volante Canada Limited (Certain Underwriters at Lloyd’s) and GAI2012/24 (M) reinsured by Markel Global Reinsurance Company, full copies may be seen at the offices of the RMA Insurance of Nisku, Alberta and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the above Certificate Holder.

This policy contains a clause which may limit the amount payable.

CERTIFICATE OF INSURANCE: GENERAL LIABILITY

SECTION TWO – ADMINISTRATIVE ERRORS & OMISSION LIABILITY	\$5,000,000 Claims Made Basis
Wrongful Acts	(annual aggregate)
SECTION THREE – WRONGFUL DISMISSAL LIABILITY	\$5,000,000 Claims Made Basis
<i>Warranty: Must obtain prior written legal opinion from employment law practitioner</i>	(annual aggregate)
SECTION FOUR – SEXUAL ABUSE LIABILITY	\$5,000,000 Claims Made Basis
	(annual aggregate)

NOTE: The Combined Limits of Liability stated above shall apply separately to each Certificate Holder. Further, Aggregated Limit Clauses within the Policies described herein may serve to reduce the Limit of Liability that may otherwise be available to a specific Occurrence or Claim.

<u>Deductibles</u>	<u>Amount to be Deducted</u>
Each and Every Property Damage Claim	\$1,000
Except that Sewer Backup, Flooding and other Water Damage Claims	\$1,000 per claimant
Each and Every Bodily Injury Claim	Nil
Administrative Liability (E&O, D&O)	\$1,000 (or \$ 2,500/10% of legal costs if charges laid under specific statutes/regulations are unproven)
Wrongful Dismissal	\$25,000 (min.)
Sexual Abuse	Nil
School Operations	\$500

PART B: CYBER LIABILITY INSURANCE

Total Premium: INCLUDED

Insuring Agreement

In the event that Legal Liability claims for negligence are brought against the Certificate Holder and/or the Additional Named Insured(s) hereunder, Insurers will pay compensatory damages, including legal expenses incurred, subject to the terms, conditions, limitations and exclusions of the respective Sections of the Policy.

Items of Coverage

Combined Limits of Liability

Member Limit, including claims expense and various sublimits for certain insuring agreements **\$1,000,000**

Scope of coverage includes:

- ◆ Network Security & Privacy Breach Liability
- ◆ Regulatory Action
- ◆ PCI Fines, Penalties and Assessments
- ◆ Website Media Liability
- ◆ Digital Asset Restoration
- ◆ Cyber Extortion
- ◆ PCI Fines, Expenses and Costs
- ◆ Breach Response Cost

Program aggregate including claims expense

\$2,000,000

Retention

Liability claim, regulatory action, extortion threat and security Breach

\$25,000

Business Interruption Waiting Period

12 Hours

Privacy Breach Response Services

Policy Number

Included in Breach Response Costs

8882024

In consideration of the premium specified above (or in endorsement(s) attached hereto), this document certifies that insurance has been effected under Policy No. GENESIS 2024 (V) and Genesis 2024 (M) of the Genesis Reciprocal Insurance Exchange and Policy No. GAI2012/24 (V) of Volante Canada Limited (Certain Underwriters at Lloyd's) and GAI2012/24 (M) reinsured by Markel Global Reinsurance Company, full copies may be seen at the offices of the RMA Insurance of Nisku, Alberta and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the above Certificate Holder.

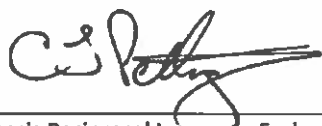
This policy contains a clause which may limit the amount payable

CERTIFICATE OF INSURANCE: GENERAL LIABILITY

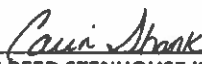
Insurer
Notice of Claim
- Reference Master Policy Number 8882024 for claims reporting
Jurisdiction

Genesis Reciprocal Insurance Exchange
ClaimsproRMAClaims@scm.ca

Worldwide



Genesis Reciprocal Insurance Exchange
(Authorized Agent of Subscribing Insurers)



AON REED STENHOUSE INC.
(Authorized Agent of Subscribing Insurers)

Certified Copy

In consideration of the premium specified above (or in endorsement(s) attached hereto), this document certifies that insurance has been effected under Policy No. GENESIS 2024 (V) and Genesis 2024 (M) of the Genesis Reciprocal Insurance Exchange and Policy No. GAI2012/24 (V) of Volante Canada Limited (Certain Underwriters at Lloyd's) and GAI2012/24 (M) reinsured by Markel Global Reinsurance Company, full copies may be seen at the offices of the RMA Insurance of Nisku, Alberta and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the above Certificate Holder.

This policy contains a clause which may limit the amount payable



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CERTIFICATE OF INSURANCE: EXCESS LIABILITY

CERTIFICATE NO.:TG19

CERTIFICATE HOLDER: TOWN OF GRAND BAY-WESTFIELD

EFFECTIVE DATE: January 1, 2024 - EXPIRY DATE: November 1, 2024
12:01 AM Standard Time at the address of the Certificate Holder

The following is a summary of Coverages that are applicable to the above Certificate Holder under specified Sections of the RMA Insurance Program, and which are in force for the period shown above. Please refer to actual policy documents for full details of all terms, conditions, limitations and exclusions applicable to the Coverage afforded.

Applicability of Follow Form Excess Liability Coverage

The Follow Form Excess Limits of Liability stated below for one or more of the Excess Liability Policy Layers, and for which a Premium has been specified, are applicable to each occurrence presented against the Certificate Holder under the Underlying Policies stated which are in excess of the Limits of Liability per occurrence provided by such underlying policy(ies):

Underlying Policies

- Comprehensive General Liability Policy # Genesis 2024 (V) and Genesis 2024 (M) & GAI2012/24 (V) and GAI 2012/24 (M)
- Automobile Liability (Auto) Section "A" Policy # Q638342
- Garage Automobile Section "A": Policy # Q646345
- Public Transit Automobile Liability Section "A": Policy #Q645991

Note: Underlying Policies are applicable if a specific Certificate of Insurance has been issued for such Policy to the Certificate Holder named above.

Premiums:

Excess (1st Layer)	\$ 5,000,000	\$4,529
Excess (2nd Layer)	\$ 5,000,000	\$2,119
Excess (3rd Layer)	\$ 5,000,000	\$854
Excess (4th Layer)	\$ 5,000,000	\$854
Excess (5th Layer)	\$ 5,000,000	\$1175
Excess (6th Layer)	\$ 5,000,000	\$1067
Excess (7th Layer)	\$ 5,000,000	\$1067

TOTAL ANNUAL PREMIUM: \$11,665

AON REED STENHOUSE INC.
(Authorized Agent of Subscribing Insurers)

In consideration of the premium specified (or in endorsement(s) attached hereto), this document certifies that insurance has been effected under Policy No. GAI2012/24 (V) (50% of Layer 1) of Volante Canada Limited (Certain Underwriters at Lloyd's) and GAI2012/24 (M) (50% of Layer 1) reinsured by Markel Global Reinsurance Company, Policy No. UMB12012/24 (Layer 2) with Volante Canada Limited (Certain Underwriters at Lloyd's) and Policy No. UME00022 (Layers 3-7) with Linx Underwriting Solutions (Certain Underwriters at Lloyd's), a full copy of which may be seen at the offices of the RMA Insurance of Nisku, Alberta and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the Certificate Holder named above.

This policy contains a clause which may limit the amount payable.

CERTIFICATE OF INSURANCE: ANI - GENERAL LIABILITY

CERTIFICATE NO.: TG19-1

**CERTIFICATE HOLDER: TOWN OF GRAND BAY - WESTFIELD
 ADDITIONAL NAMED INSURED: WESTFIELD & DISTRICT RECREATION ASSOCIATION**

EFFECTIVE DATE: January 1, 2024 - EXPIRY DATE: November 1, 2024
 12:01 A.M. Standard Time at the address of the Certificate Holder

The following is a summary of Coverages that are applicable to the above Certificate Holder under the RMA Insurance Program which are in force for the period shown above. Please refer to the actual policy documents for full details of all terms, conditions, limitations and exclusions applicable to the coverage afforded.

LIABILITY INSURANCE

Total Premium: \$593

Insuring Agreement

In the event that Legal Liability claims for negligence are brought against the Certificate Holder and/or the Additional Named Insured(s) hereunder, Insurers will pay compensatory damages, including legal expenses incurred, subject to the terms, conditions, limitations and exclusions of the respective Sections of the Policy.

Items of Coverage

Combined Limits of Liability

Genesis Reciprocal Insurance Exchange – Until Aggregate is Exhausted	\$1,000,000 Per Occurrence / \$8,000,000 Annual Aggregate
Volante Canada Limited (Certain Underwriters at Lloyd’s) – 50% share of	Direct attachment as per Section One to Four below.
Markel Global Reinsurance Company – 50% share of	\$1,000,000 per occurrence / \$10,000,000 Excess aggregate Excess of \$8,000,000 Annual Aggregate

The following Section One through Four is excess of the \$1,000,000 Per Occurrence except for Non-Owned Automobile excess of NIL Per Occurrence

SECTION ONE – COMPREHENSIVE GENERAL LIABILITY

50% Volante Canada Limited (Certain Underwriters at Lloyds) and 50% Genesis Reciprocal Insurance Exchange Re-insured through Markel Global Reinsurance Company (if above occurrence is breached and/or aggregate is exhausted and/or direct attachment applies)	\$5,000,000 Per Occurrence
Third Party Bodily Injury and/or Property Damage	\$5,000,000
Premises and Operations	Included
Employers Liability	Included
Non-Owned Automobile Liability	\$5,000,000
Tenants Legal Liability	\$5,000,000
Limited Sudden and Accidental Pollution (subject to specific discovery/reporting provisions)	Included
Legal Liability for Damage to Automobiles	\$200,000 except \$1,000,000 mutual aid
Employee Benefits Liability	\$5,000,000 per Occurrence/Aggregate
Personal & Advertising Injury Liability	\$5,000,000 per Occurrence

SECTION TWO – ADMINISTRATIVE ERRORS & OMISSION LIABILITY

Wrongful Acts **\$5,000,000 Claims Made Basis**
(annual aggregate)

SECTION THREE – WRONGFUL DISMISSAL LIABILITY

Warranty: Must obtain prior written legal opinion from employment law practitioner **\$5,000,000 Claims Made Basis**
(annual aggregate)

SECTION FOUR – SEXUAL ABUSE LIABILITY

\$5,000,000 Claims Made Basis

In consideration of the premium specified above (or in endorsement(s) attached hereto), this document certifies that insurance has been effected under Policy No. GENESIS 2024 (V) and Genesis 2024 (M) of the Genesis Reciprocal Insurance Exchange and Policy No. GAI2012/24 (V) of Volante Canada Limited (Certain Underwriters at Lloyd’s) and GAI2012/24 (M) reinsured by Markel Global Reinsurance Company, full copies may be seen at the offices of the RMA Insurance of Nisku, Alberta and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the above Certificate Holder.

This policy contains a clause which may limit the amount payable.

CERTIFICATE OF INSURANCE: ANI - GENERAL LIABILITY

(annual aggregate)

NOTE: The Combined Limits of Liability stated above shall apply separately to each Certificate Holder. Further, Aggregated Limit Clauses within the Policies described herein may serve to reduce the Limit of Liability that may otherwise be available to a specific Occurrence or Claim.

Deductibles

Each and Every Property Damage Claim
(except that Sewer Backup, Flooding and other Water Damage Claims are
Each and Every Bodily Injury Claim
Administrative Liability (E&O, D&O)

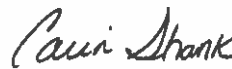
Wrongful Dismissal
Sexual Abuse
School Operations

Amount to be Deducted

\$1,000
\$1,000 per claimant
Nil
\$1,000 (or \$ 2,500/10% of legal costs if charges laid under
specific statutes/regulations are unproven)
\$25,000 (Min)
NIL
\$500



Genesis Reciprocal Insurance Exchange
(Authorized Agent of Subscribing Insurers)



AON REED STENHOUSE INC.
(Authorized Agent of Subscribing Insurers)

Certified Copy

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This policy contains a clause which may limit the amount payable.

CERTIFICATE OF INSURANCE: ANI - GENERAL LIABILITY

CERTIFICATE NO.: TG19-1

**CERTIFICATE HOLDER: TOWN OF GRAND BAY - WESTFIELD
 ADDITIONAL NAMED INSURED: WESTFIELD & DISTRICT RECREATION ASSOCIATION**

EFFECTIVE DATE: January 1, 2024 - EXPIRY DATE: November 1, 2024
 12:01 A.M. Standard Time at the address of the Certificate Holder

The following is a summary of Coverages that are applicable to the above Certificate Holder under the RMA Insurance Program which are in force for the period shown above. Please refer to the actual policy documents for full details of all terms, conditions, limitations and exclusions applicable to the coverage afforded.

LIABILITY INSURANCE

Total Premium: \$593

Insuring Agreement

In the event that Legal Liability claims for negligence are brought against the Certificate Holder and/or the Additional Named Insured(s) hereunder, Insurers will pay compensatory damages, including legal expenses incurred, subject to the terms, conditions, limitations and exclusions of the respective Sections of the Policy.

Items of Coverage

Combined Limits of Liability

Genesis Reciprocal Insurance Exchange – Until Aggregate is Exhausted	\$1,000,000 Per Occurrence / \$8,000,000 Annual Aggregate
Volante Canada Limited (Certain Underwriters at Lloyd’s) – 50% share of	Direct attachment as per Section One to Four below.
Markel Global Reinsurance Company – 50% share of	\$1,000,000 per occurrence / \$10,000,000 Excess aggregate Excess of \$8,000,000 Annual Aggregate

The following Section One through Four is excess of the \$1,000,000 Per Occurrence except for Non-Owned Automobile excess of NIL Per Occurrence

SECTION ONE – COMPREHENSIVE GENERAL LIABILITY

50% Volante Canada Limited (Certain Underwriters at Lloyds) and 50% Genesis Reciprocal Insurance Exchange Re-insured through Markel Global Reinsurance Company (if above occurrence is breached and/or aggregate is exhausted and/or direct attachment applies)	\$5,000,000 Per Occurrence
Third Party Bodily Injury and/or Property Damage	\$5,000,000
Premises and Operations	Included
Employers Liability	Included
Non-Owned Automobile Liability	\$5,000,000
Tenants Legal Liability	\$5,000,000
Limited Sudden and Accidental Pollution (subject to specific discovery/reporting provisions)	Included
Legal Liability for Damage to Automobiles	\$200,000 except \$1,000,000 mutual aid
Employee Benefits Liability	\$5,000,000 per Occurrence/Aggregate
Personal & Advertising Injury Liability	\$5,000,000 per Occurrence

SECTION TWO – ADMINISTRATIVE ERRORS & OMISSION LIABILITY

Wrongful Acts **\$5,000,000 Claims Made Basis (annual aggregate)**

SECTION THREE – WRONGFUL DISMISSAL LIABILITY

Warranty: Must obtain prior written legal opinion from employment law practitioner **\$5,000,000 Claims Made Basis (annual aggregate)**

SECTION FOUR – SEXUAL ABUSE LIABILITY

\$5,000,000 Claims Made Basis

In consideration of the premium specified above (or in endorsement(s) attached hereto), this document certifies that insurance has been effected under Policy No. GENESIS 2024 (V) and Genesis 2024 (M) of the Genesis Reciprocal Insurance Exchange and Policy No. GAI2012/24 (V) of Volante Canada Limited (Certain Underwriters at Lloyd’s) and GAI2012/24 (M) reinsured by Markel Global Reinsurance Company, full copies may be seen at the offices of the RMA Insurance of Nisku, Alberta and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the above Certificate Holder.

This policy contains a clause which may limit the amount payable.

CERTIFICATE OF INSURANCE: ANI - GENERAL LIABILITY

(annual aggregate)

NOTE: The Combined Limits of Liability stated above shall apply separately to each Certificate Holder. Further, Aggregated Limit Clauses within the Policies described herein may serve to reduce the Limit of Liability that may otherwise be available to a specific Occurrence or Claim.

Deductibles

Each and Every Property Damage Claim

(except that Sewer Backup, Flooding and other Water Damage Claims are
Each and Every Bodily Injury Claim
Administrative Liability (E&O, D&O)

Wrongful Dismissal
Sexual Abuse
School Operations

Amount to be Deducted

\$1,000

\$1,000 per claimant

Nil

\$1,000 (or \$ 2,500/10% of legal costs if charges laid under
specific statutes/regulations are unproven)

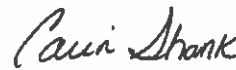
\$25,000 (Min)

NIL

\$500



Genesis Reciprocal Insurance Exchange
(Authorized Agent of Subscribing Insurers)



AON REED STENHOUSE INC.
(Authorized Agent of Subscribing Insurers)

Certified Copy

In consideration of the premium specified above (or in endorsement[s] attached hereto), this document certifies that insurance has been effected under Policy No. GENESIS 2024 (V) and Genesis 2024 (M) of the Genesis Reciprocal Insurance Exchange and Policy No. GAI2012/24 (V) of Volante Canada Limited (Certain Underwriters at Lloyd's) and GAI2012/24 (M) reinsured by Markel Global Reinsurance Company, full copies may be seen at the offices of the RMA Insurance of Nisku, Alberta and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the above Certificate Holder.

This policy contains a clause which may limit the amount payable.

CRIME DECLARATION OF INSURANCE

Declaration No. TG19

Item 1. PARENT ORGANIZATION: TOWN OF GRAND BAY -WESTFIELD

DECLARATION HOLDER:

Insured Address: PO BOX 3001 GRAND BAY-WESTFIELD, NB E5K 4V3

POLICY PERIOD:

From: January 1, 2024

To: November 1, 2024

At 12:01 AM local time at the address shown in Item 1

The following is a summary of Coverages that are applicable to the above Declaration Holder under specified Sections of the Rural Municipalities of Alberta (RMA) Insurance Program, and which are in force for the period shown above. Any Declaration of Insurance issued in connection with this Policy, whether by or on behalf of the Company or an Insured, shall be issued solely as a matter of convenience or information of the addressee(s) or holder(s) of such declaration of insurance. A Declaration of Insurance does not confer any rights upon any person or entity, nor alter any term or condition of this Policy.

Please refer to actual policy documents for full details of all terms, conditions, limitations, and exclusions applicable to the coverage afforded.

FOREFRONT PORTFOLIO CRIME INSURANCE

Premium: \$1748

Item 2. Limits of Liability and Retentions:

INSURING CLAUSES APPLICABLE TO THIS COVERAGE PART:

	LIMITS OF LIABILITY:	RETENTIONS:
(A) Employee Theft Coverage	\$1,000,000	\$50,000
(B) Premises Coverage	\$50,000	\$10,000
(C) In Transit Coverage	\$50,000	\$10,000
(D) Forgery Coverage	\$50,000	\$10,000
(E) Computer Fraud Coverage	\$50,000	\$10,000
(F) Funds Transfer Fraud Coverage	\$50,000	\$10,000
(G) Money Order and Counterfeit Currency Fraud Coverage	\$50,000	\$10,000
(H) Credit Card Fraud Coverage	\$50,000	\$10,000
(I) Client Coverage	\$50,000	\$10,000
(J) Expense Coverage	\$25,000	NIL

Item 3. Coverage Applies as Follows:

LOSS SUSTAINED

Item 4. Additional Limits of Liability:

Social Engineering Fraud Coverage (with Official Authorization)	\$25,000	\$25,000
Assured's Transfer Fraud Coverage	\$10,000	\$10,000

NOTE: Limitation of Liability and Pre-condition to Coverage

Please note that the coverage afforded under Insuring Clauses A through I of the Policy contains a limitation of liability reducing coverage to \$5,000 if the answer to the below question is NO at the time of loss:

In the ordinary course of an employee's duties, are separate individuals responsible for bank account reconciliation and for signing cheques or handling deposits?

In consideration of the premium specified above (or in endorsement[s] attached hereto), this document certifies that insurance has been effected under Master Policy Number 8261-2082 with Chubb Insurance Company of Canada, full copies of which may be seen at the offices of the RMA Insurance of Nisku, Alberta and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the Certificate Holder named above, a copy of the policy can also be mailed to you on our behalf through Aon Reed Stenhouse Inc. of Edmonton, AB, which office can be contacted as follows: Suite 2000, 10180 101 Street NW, Edmonton, AB T5J 4E4 1-780-423-9801

Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Insurance Act.

Cavin Shank

Aon Reed Stenhouse Inc.

This policy contains a clause which may limit the amount payable.

CRIME DECLARATION OF INSURANCE

Declaration No. TG19

Item 1. PARENT ORGANIZATION: TOWN OF GRAND BAY -WESTFIELD
DECLARATION HOLDER: WESTFIELD & DISTRICT RECREATION ASSOCIATION
 Insured Address: PO BOX 3001 GRAND BAY-WESTFIELD, NB E5K 4V3

POLICY PERIOD:

From: January 1, 2024
 To: November 1, 2024

At 12:01 AM local time at the address shown in Item 1

The following is a summary of Coverages that are applicable to the above Declaration Holder under specified Sections of the Rural Municipalities of Alberta (RMA) Insurance Program, and which are in force for the period shown above. Any Declaration of Insurance issued in connection with this Policy, whether by or on behalf of the Company or an Insured, shall be issued solely as a matter of convenience or information of the addressee(s) or holder(s) of such declaration of insurance. A Declaration of Insurance does not confer any rights upon any person or entity, nor alter any term or condition of this Policy.

Please refer to actual policy documents for full details of all terms, conditions, limitations, and exclusions applicable to the coverage afforded.

FOREFRONT PORTFOLIO CRIME INSURANCE

Premium: \$392

Item 2. Limits of Liability and Retentions:

INSURING CLAUSES APPLICABLE TO THIS COVERAGE PART:

	LIMITS OF LIABILITY:	RETENTIONS:
(A) Employee Theft Coverage	\$100,000	\$10,000
(B) Premises Coverage	\$25,000	\$5,000
(C) In Transit Coverage	\$25,000	\$5,000
(D) Forgery Coverage	\$25,000	\$5,000
(E) Computer Fraud Coverage	\$25,000	\$5,000
(F) Funds Transfer Fraud Coverage	\$25,000	\$5,000
(G) Money Order and Counterfeit Currency Fraud Coverage	\$25,000	\$5,000
(H) Credit Card Fraud Coverage	\$25,000	\$5,000
(I) Client Coverage	\$25,000	\$5,000
(J) Expense Coverage	\$10,000	NIL

Item 3. Coverage Applies as Follows:

LOSS SUSTAINED

Item 4. Additional Limits of Liability:

Social Engineering Fraud Coverage (with Official Authorization)	\$10,000	\$10,000
Assured's Transfer Fraud Coverage	\$10,000	\$10,000

NOTE: Limitation of Liability and Pre-condition to Coverage

Please note that the coverage afforded under Insuring Clauses A through I of the Policy contains a limitation of liability reducing coverage to \$5,000 if the answer to the below question is NO at the time of loss:

In the ordinary course of an employee's duties, are separate individuals responsible for bank account reconciliation and for signing cheques or handling deposits?

In consideration of the premium specified above (or in endorsement[s] attached hereto), this document certifies that insurance has been effected under Master Policy Number 8261-2082 with Chubb Insurance Company of Canada, full copies of which may be seen at the offices of the RMA Insurance of Nisku, Alberta and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the Certificate Holder named above, a copy of the policy can also be mailed to you on our behalf through Aon Reed Stenhouse Inc. of Edmonton, AB, which office can be contacted as follows: Suite 2000, 10180 101 Street NW, Edmonton, AB T5J 4E4 1-780-423-9801

Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Insurance Act.

Cari Shank

Aon Reed Stenhouse Inc.

This policy contains a clause which may limit the amount payable.

CRIME DECLARATION OF INSURANCE

Declaration No. TG19

Item 1. PARENT ORGANIZATION: TOWN OF GRAND BAY -WESTFIELD
DECLARATION HOLDER: RIVER VALLEY COMMUNITY CENTRE
 Insured Address: PO BOX 3001 GRAND BAY-WESTFIELD, NB E5K 4V3

POLICY PERIOD:

From: January 1, 2024
 To: November 1, 2024

At 12:01 AM local time at the address shown in Item 1

The following is a summary of Coverages that are applicable to the above Declaration Holder under specified Sections of the Rural Municipalities of Alberta (RMA) Insurance Program, and which are in force for the period shown above. Any Declaration of Insurance issued in connection with this Policy, whether by or on behalf of the Company or an Insured, shall be issued solely as a matter of convenience or information of the addressee(s) or holder(s) of such declaration of insurance. A Declaration of Insurance does not confer any rights upon any person or entity, nor alter any term or condition of this Policy.

Please refer to actual policy documents for full details of all terms, conditions, limitations, and exclusions applicable to the coverage afforded.

FOREFRONT PORTFOLIO CRIME INSURANCE

Premium: \$130

Item 2. Limits of Liability and Retentions:

INSURING CLAUSES APPLICABLE TO THIS COVERAGE PART:

	LIMITS OF LIABILITY:	RETENTIONS:
(A) Employee Theft Coverage	\$5000	\$2500
(B) Premises Coverage	\$5000	\$2500
(C) In Transit Coverage	\$5000	\$2500
(D) Forgery Coverage	\$5000	\$2500
(E) Computer Fraud Coverage	\$5000	\$2500
(F) Funds Transfer Fraud Coverage	\$5000	\$2500
(G) Money Order and Counterfeit Currency Fraud Coverage	\$5000	\$2500
(H) Credit Card Fraud Coverage	\$5000	\$2500
(I) Client Coverage	\$5000	\$2500
(J) Expense Coverage	\$0	NIL

Item 3. Coverage Applies as Follows:

LOSS SUSTAINED

Item 4. Additional Limits of Liability:

Social Engineering Fraud Coverage (with Official Authorization)	\$0	\$0
Assured's Transfer Fraud Coverage	\$10,000	\$10,000

NOTE: Limitation of Liability and Pre-condition to Coverage

Please note that the coverage afforded under Insuring Clauses A through I of the Policy contains a limitation of liability reducing coverage to \$5,000 if the answer to the below question is NO at the time of loss:

In the ordinary course of an employee's duties, are separate individuals responsible for bank account reconciliation and for signing cheques or handling deposits?

In consideration of the premium specified above (or in endorsement[s] attached hereto), this document certifies that insurance has been effected under Master Policy Number 8261-2082 with Chubb Insurance Company of Canada, full copies of which may be seen at the offices of the RMA Insurance of Nisku, Alberta and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the Certificate Holder named above, a copy of the policy can also be mailed to you on our behalf through Aon Reed Stenhouse Inc. of Edmonton, AB, which office can be contacted as follows: Suite 2000, 10180 101 Street NW, Edmonton, AB T5J 4E4 1-780-423-9801

Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Insurance Act.

Cassi Shank

Aon Reed Stenhouse Inc.

This policy contains a clause which may limit the amount payable.



2510 Sparrow Drive, Nisku, AB T9E 8N5 | Phone: 780.955.3639 | Fax: 780.955.3615

CERTIFICATE OF INSURANCE: EQUIPMENT

Member ID: TG19

CERTIFICATE HOLDER: TOWN OF GRAND BAY-WESTFIELD
EFFECTIVE DATE: January 1, 2024 - EXPIRY DATE: November 1, 2024
12:01 A.M. Standard Time at the address of the Certificate Holder

The following is a summary of Coverages that are applicable to the above Certificate Holder under the Rural Municipalities of Alberta (RMA) Insurance Program and which are in force for the period shown above. Please refer to actual policy documents for full details of all terms, conditions, limitations and exclusions applicable to the coverage afforded.

A. PROPERTY INSURANCE

Total Premium: \$7,850

Items of Coverage

Values Insured

Equipment Damage

\$3,915,660

Mobile Equipment Includes:
(up to Value Insured)

Commandeered Equipment (30 day reporting)	\$500,000
Fire Fighting Expense	\$500,000
Equipment whilst waterborne (except in transit)	\$500,000
Rental Reimbursement (up to \$2,500 daily)	\$75,000

SECTION C – LOSS OF OR DAMAGE TO INSURED AUTOMOBILES

All Perils as per Schedule attached

LOSS, if any, payable to the Certificate Holder or as otherwise denoted in endorsements attached hereto

Deductibles

Amount to be Deducted

Each and Every Claim

****\$5,000**

Vacant Properties

\$20,000

Earthquake

3% min. \$250,000

Flood

\$250,000

Business Interruption Waiting Period

48 Hours

Wildfires

\$25,000

Schools and Portables not equipped with intrusion alarms

\$25,000

**refer to specific items (see Schedule attached) to confirm other deductible options that may have been selected **

Genesis Reciprocal Insurance Exchange
(Authorized Agent of Subscribing Insurers)

AON REED STENHOUSE INC.
(Authorized Agent of Subscribing Insurers)

In consideration of the premium specified above (or in endorsement(s) attached hereto), this document certifies that insurance has been effected under Policy No. RSLE 2215-24 of Genesis Reciprocal Insurance Exchange & RSLE 2216-24 of the Subscribing Insurance Companies, full copies of which may be seen at the offices of the Rural Municipalities of Alberta and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the Insured named above.

This policy contains a clause which may limit the amount payable.



2510 Sparrow Drive, Nisku, AB T9E 8N5 | Phone: 780.955.3639 | Fax: 780.955.3615

CERTIFICATE OF INSURANCE: AUTOMOBILE INSURANCE PROGRAM

CERTIFICATE NO.: TG19

CERTIFICATE HOLDER: TOWN OF GRAND BAY-WESTFIELD

EFFECTIVE DATE: January 1, 2024 EXPIRY DATE: November 1, 2024
12:01 AM Standard Time at the address of the Certificate Holder

The following is a summary of Coverages that are applicable to the above Certificate Holder under the Automobile Insurance Policy incorporated into the RMA Insurance Program and which are in force for the period shown above. Please refer to actual policy documents for full details of all terms, conditions, limitations and exclusions applicable to the coverage afforded.

AUTOMOBILE INSURANCE

Annual Premium: \$20,277

Sections of Coverage:

Section A – THIRD PARTY LIABILITY

Limits of Liability

Third Party Bodily Injury and or Property Damage

\$5,000,000 per Occurrence

S.E.F. NO. 6b School Bus Passenger Hazard

\$5,000,000

S.E.F. NO. 6c Public Passenger Hazard

\$2,000,000

SECTION B – ACCIDENT BENEFITS

As per provincial requirements

As per Provincial Requirements

SECTION C – LOSS OF OR DAMAGE TO INSURED AUTOMOBILES

All Perils as per Schedule attached

Deductibles

Amount to be Deducted

Hail Damage

\$2,500

All Vehicles, all other losses

\$1,000

This policy provides insurance with respect to all automobiles owned by, licensed by and or leased to the Certificate Holder during the policy period noted above against the perils stated according to the terms and conditions of the policy.

FOR ENDORSEMENTS – REFER TO RMA MASTER POLICY WORDINGS

ADDITIONAL NAMED INSUREDS AND CONTRACT BUS OPERATORS ADDED AS PER ATTACHED SCHEDULE


AON REED STENHOUSE INC.
(Authorized Agent of Aviva Canada Inc.)

In consideration of the premium specified above (or in endorsement(s) attached hereto), this document certifies that insurance has been effected under Policy No. Q638342 of Aviva Canada Inc. (Section A & B) & RSLE 2215/24 of the Genesis Reciprocal Insurance Exchange (Section C), a full copy of which may be seen at the offices of the RMA Insurance and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the Insured named above.

This policy contains a clause which may limit the amount payable.



2510 Sparrow Drive, Nisku, AB T9E 8N5 | Phone: 780.955.3639 | Fax: 780.955.3615

CERTIFICATE OF INSURANCE: MISCELLANEOUS PROPERTY FLOATER

MEMBER ID: TG19

CERTIFICATE HOLDER: Town of Grand Bay-Westfield
Effective Date: January 1, 2024 – Expiry Date: November 1, 2024
12:01 AM Standard Time at the address of the Certificate Holder

The following is a summary of Coverages that are applicable to the above Certificate Holder under the Rural Municipalities of Alberta (RMA) Insurance and which are in force for the period shown above. Please refer to actual policy documents for full details of all terms, conditions, limitations and exclusions applicable to the coverage afforded.

Insurable recovery for buildings and structures is limited to only those buildings & structures listed on the attached schedule, subject to the additional terms contained in the policy documents.

Insurance recovery for mobile equipment is limited to only those items listed on the attached schedule, and to the individual values stated there, subject to additional terms contained in the policy documents.

Insurable recovery for contents of every description is limited to the total amount of contents coverage listed on the attached schedule for the building in which the property is normally contained, subject to the additional terms contained in the policy documents.

A. PROPERTY INSURANCE

Items of Coverage

Values Insured

Miscellaneous Property Floater

As per attached Statement of Values

Premium:

\$3,417.00 (includes Reciprocal Management Fee)

Coverage is applicable to:

Replacement Cost

LOSS, if any, payable to the Certificate Holder or as otherwise denoted in endorsements attached hereto.

Deductibles

Amount to be Deducted

Each and Every Claim

\$ 500.00

Media Breakdown

\$2,500.00

Dated at Nisku, Alberta on November 1, 2022

RMA Insurance

(Authorized Agent of Subscribing Insurers)

In consideration of the premium specified above (or in endorsement(s) attached hereto), this document certifies that insurance has been effected under **Policy No. RSLE2215/24 – MPF2012/24 of Genesis Reciprocal Insurance Exchange**, full copies of which may be seen at the offices of the Rural Municipalities of Alberta and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the Insured named above.

This policy contains a clause which may limit the amount payable.



2510 Sparrow Drive, Nisku, AB T9E 8N5 | Phone: 780.955.3639 | Fax: 780.955.3615

CERTIFICATE OF INSURANCE: PROPERTY RENEWAL

Member ID: TG19

CERTIFICATE HOLDER: TOWN OF GRAND BAY-WESTFIELD
EFFECTIVE DATE: January 1, 2024 EXPIRY DATE: November 1, 2024
12:01 A.M. Standard Time at the address of the Certificate Holder

The following is a summary of Coverages that are applicable to the above Certificate Holder under the Rural Municipalities of Alberta (RMA) Insurance Program and which are in force for the period shown above. Please refer to actual policy documents for full details of all terms, conditions, limitations and exclusions applicable to the coverage afforded.

Insurable recovery for buildings and structures is limited to only those buildings & structures listed on the attached schedule, subject to the additional terms contained in the policy documents.

Insurance recovery for mobile equipment is limited to only those items listed on the attached schedule, and to the individual values stated there, subject to additional terms contained in the policy documents.

Insurable recovery for contents of every description is limited to the total amount of contents coverage listed on the attached schedule for the building in which the property is normally contained, subject to the additional terms contained in the policy documents.

A. PROPERTY INSURANCE

Total Premium: \$28,192

Items of Coverage

Values Insured

Property Damage (Building)	\$18,345,016
Property Damage (Contents)	\$8,550,086
Gross Rents or Rental Value	\$500,000
Gross Earnings	\$0
Profits	\$378,000

Property Damage Includes: (up to Value Insured)	Accounts Receivable	\$1,000,000
	Automatic Coverage (60 day reporting greater than)	\$25,000,000
	Course of Construction - Esthetic purposes only (60 day reporting greater than)	\$250,000
	Debris Removal (180 days reporting)	Combined \$5M or 25% of loss (whichever is less)
	Electronic Data Processing Equipment	\$500,000
	Extra Expense	\$5,000,000
	Fire Department Charges	\$500,000
	Fire Fighting Expenses	\$500,000
	Trees, Shrubs and Plants-each tree	\$250
	Trees, Shrubs and Plants-occurrence	\$100,000
	LEED Certified Buildings	\$500,000
	Master Keys	\$50,000
	Personal Property – any one individual	\$2,500
	Personal Property – any one occurrence	\$100,000
	Valuable Papers	\$1,000,000
Emergency Evacuation Expenses	\$250,000	
Emergency Evacuation Expenses – subscribed members	\$1,000,000	

In consideration of the premium specified above (or in endorsement(s) attached hereto), this document certifies that insurance has been effected under Policy No. RSLE 2215-24 of Genesis Reciprocal Insurance Exchange & RSLE 2216-24 of the Subscribing Insurance Companies, full copies of which may be seen at the offices of the Rural Municipalities of Alberta and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the Insured named above.

This policy contains a clause which may limit the amount payable.

CERTIFICATE OF INSURANCE: PROPERTY RENEWAL, «MEMBER_NAME»

Mobile Equipment Includes: (up to Value Insured)	Commandeered Equipment (30 day reporting)	\$500,000
	Fire Fighting Expense	\$500,000
	Equipment whilst waterborne (except in transit)	\$500,000
	Rental Reimbursement (up to \$2,500 per day)	\$75,000

LOSS, if any, payable to the Certificate Holder or as otherwise denoted in endorsements attached hereto

<u>Deductibles</u>	<u>Amount to be Deducted</u>
Each and Every Claim	**\$ 5,000
Vacant Properties	\$20,000
Earthquake	3% min. \$250,000
Flood	\$250,000
Business Interruption Waiting Period	48 Hours
Wildfires	\$25,000
Schools and Portables not equipped with intrusion alarms	\$25,000

**refer to specific items (see Schedule attached) to confirm other deductible options that may have been selected **



Genesis Reciprocal Insurance Exchange
(Authorized Agent of Subscribing Insurers)



AON REED STENHOUSE INC.
(Authorized Agent of Subscribing Insurers)

In consideration of the premium specified above (or in endorsement(s) attached hereto), this document certifies that insurance has been effected under Policy No. RSLE 2215-24 of Genesis Reciprocal Insurance Exchange & RSLE 2216-24 of the Subscribing Insurance Companies, full copies of which may be seen at the offices of the Rural Municipalities of Alberta and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the Insured named above.

This policy contains a clause which may limit the amount payable

CERTIFICATE OF INSURANCE: BOILER AND MACHINERY

CERTIFICATE NO.: TG19

CERTIFICATE HOLDER: TOWN OF GRAND BAY-WESTFIELD

Effective Date: January 1, 2024 Expiry Date: November 1, 2024
 12:01 AM Standard Time at the address of the Certificate Holder

The following is a summary of Coverages that are applicable to the above Certificate Holder under the RMA Insurance Program and which are in force for the period shown above. Please refer to actual policy documents for full details of all terms, conditions, limitations and exclusions applicable to the coverage afforded.

B. BOILER & MACHINERY INSURANCE

Premium: \$415.00

Items of Coverage

Limits of Liability

Direct Damage	\$ 100,000,000
Business Interruption (Rents)	\$ 500,000
Business Interruption (Profits)	\$ 10,000,000

Coverage Included: (up to Amount of Insurance)	Extra Expense	\$ 500,000
	Expediting Expenses	Included
	Professional Fees	\$ 1,000,000
	Hazardous Substances	\$ 500,000
	Ammonia Contamination	\$ 500,000
	Water Damage	\$ 500,000
	Spoilage (Refrigerated Storage)	\$ 100,000
	Automatic Acquisitions (up to 365 days)	Included
	By-Laws	Included

LOSS, if any, payable to the Certificate Holder or as otherwise denoted in endorsements attached hereto

Deductibles

Amount to be Deducted

Direct Damage – pressure objects, electrical / mechanical	\$ 1,000
Business Interruption	48 Hour Waiting Period
All other losses involving electrical items of varying horsepower	As Per Policy Wordings
Consequential Damage (Refrigeration)	10% subject to minimum of \$ 1,000
Production Machines	\$10,000



 AON REED STENHOUSE INC.

In consideration of the premiums specified above (or in endorsement(s) attached hereto), this document certifies that, insurance has been affected under Policy No. REB490594 of Intact Financial Corporation, full copies of which may be seen at the offices of the Rural Municipalities of Alberta and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the Insured named above.

This policy contains a clause which may limit the amount payable.



INSURANCE PACKAGE BINDER

This Binder is intended for use as evidence that the insurance coverage described herein is in force. It is subject to the standard terms and conditions of the policy issued by the insurer for this type of insurance, the conditions, limitations and exclusions of which shall always prevail.

Immediate advice must be given of any discrepancies, inaccuracies, or necessary changes.

NAMED INSURED: Town Of Grand Bay-Westfield

MAILING ADDRESS: P.O. Box 3001
Grand Bay – Westfield, NB E5K 4V3

TERM OF COVERAGE: Effective Dat: January 1, 2024 – Expiry Date: November 1, 2024
12:01 A.M. Standard Time at the address of the Certificate Holder

POLICY NUMBERS: Liability - Genesis 2024(V) and Genesis 2024 (M) of the Genesis Reciprocal Exchange, GAI2012/24 (V) of the Volante Canada Limited (Certain Underwriters at Lloyd's) and GAI2012-24 (M) reinsured by Markel Global Reinsurance Company.

Cyber - 8882024

Automobile - Q638342 (Section A & B) & RSLE 2215/24 of the Genesis Reciprocal Exchange (Section C)

Crime – Master Policy Number 8261-2082 with Chubb Insurance Company of Canada

Equipment - RSLE 2215-24 of Genesis Reciprocal Insurance Exchange and RSLE 2216-24 of the Subscribing Insurance Companies

Umbrella – UMB12012/24, UME00022

Legal Expense – BSP0045754-AAM0159

TOTAL PACKAGE PREMIUM: \$122,116 (Including \$3,300 fee)

Dated: January 3, 2024

A handwritten signature in black ink, appearing to read "C. J. Kelly", written over a horizontal line.

Genesis Reciprocal Insurance Exchange
(Authorized Agent of Subscribing Insurers)

A handwritten signature in black ink, appearing to read "Paul Shank", written over a horizontal line.

AON REED STENHOUSE INC.
(Authorized Agent of Subscribing Insurers)



Summary

The following are a summary of Coverages that are applicable to these policies under specified Sections of the RMA Insurance Program. Policy documents are available for full details of all terms, conditions, limitations, and exclusions applicable to the coverage afforded by the policy. Your coverage is as follows:

LIABILITY INSURANCE

ANNUAL PREMIUM: \$25,405

Insuring Agreement

In the event that Legal Liability claims for negligence are brought against the Certificate Holder and / or the Additional Named Insured(s) hereunder, Insurers will pay compensatory damages, including legal expenses incurred, subject to the terms, conditions, limitations, and exclusions of the respective Sections of the Policy.

The following section I – IV is excess of the \$1,000,000 per Occurrence except for Non-Owned Automobile excess of NIL per Occurrence

Section I. Comprehensive General Liability

Table with 2 columns: Coverage Description and Limit/Amount. Includes Third Party Bodily Injury and / or Property Damage (\$5,000,000), Premises and Operations (Included), Employers Liability (Included), Non-Owned Automobile Liability (\$5,000,000), Tenants Legal Liability (\$5,000,000), Limited Sudden and Accidental Pollution – 120 hours (Included), Legal Liability for Damage to Automobiles (\$200,000 except \$1,000,000 mutual aid), Employee Benefits Liability (\$5,000,000 per Occurrence per Aggregate), and Personal & Advertising Injury Liability (\$5,000,000).

Section II. Administrative Errors & Omissions Liability

\$5,000,000 Claims Made Basis

Wrongful Acts (Annual Aggregate)

Section III. Wrongful Dismissal Liability

\$5,000,000 Claims Made Basis

Warranty: Must obtain prior written legal opinion from employment law practitioner (Annual Aggregate)

Section IV. Sexual Abuse Liability

\$5,000,000 Claims Made Basis

(Annual Aggregate)

NOTE: The combined limits of liability stated above shall apply separately to each certificate holder. Further, Aggregate Limit Clauses within the policies described herein may serve to reduce the Limit of Liability that may otherwise be available to a specific Occurrence or

Claim.



Deductibles

Each and Every Property Damage Claim	\$1,000
Except that Sewer Back-up, Flooding, and other Water Damage Claims	\$1,000 per claimant
Each and Every Bodily Injury Claim	Nil
Administrative Liability (E&O, D&O)	\$1,000 (or \$2,500 / 10% of legal costs if charges laid under specific statutes / regulations are unproven)
Wrongful Dismissal	\$25,000 (min.)
Sexual Abuse	Nil
School Operations	\$500

Amount to be Deducted

PART B: CYBER LIABILITY INSURANCE

Total Premium: INCLUDED

Insuring Agreement

In the event that Legal Liability claims for negligence are brought against the Certificate Holder and/or the Additional Named Insured(s) hereunder, Insurers will pay compensatory damages, including legal expenses incurred, subject to the terms, conditions, limitations and exclusions of the respective Sections of the Policy.

Items of Coverage

Combined Limits of Liability

Member Limit, including claims expense and various sublimit for certain insuring agreements	\$1,000,000
<ul style="list-style-type: none"> ◆ Network Security & Privacy Breach Liability ◆ Regulatory Action ◆ PCI Fines, Penalties and Assessments ◆ Website Media Liability ◆ Digital Asset Restoration ◆ Cyber Extortion ◆ PCI Fines, Expenses and Costs ◆ Breach Response Cost 	

Program aggregate including claim expense \$2,000,000

Retention

Liability claim, regulatory action, extortion threat and security Breach	\$25,000
Business interruption Waiting Period	12 Hours

Privacy Breach Response Services

Included in Breach Response Costs

Policy Number 8882024

TERRORISM INSURANCE

Included

Items of Coverage

Combined Limits of Liability

Shared limit	\$50,000,000
Shared Annual Aggregate	\$50,000,000
Shared Defense Costs	Included in and part of limit / aggregate

Contract Type



Claims Made and reported

Insured Event

Terrorism and Sabotage

Self-Insured Retention

\$10,000

PROPERTY INSURANCE (ALL RISKS)

ANNUAL PREMIUM: \$39,459

Coverage

Values Insured

Building Value	\$18,345,016
Content Value	\$8,550,086
Heavy Equipment	\$3,815,660
Rental Income	\$500,000
Gross Earnings	\$378,000
Miscellaneous Property Floater	\$218,293
Property Damage Includes: Accounts Receivable	\$1,000,000
(Up to Value Insured) Automatic Acquisitions (60 days)	\$25,000,000
Course of Construction (60 days)	\$250,000
Debris Removal (180 days Reporting)	Combined \$5,000,000 or 25% of loss (whichever is less)
Electronic Data Processing Equipment	\$500,000
Extra Expense	\$5,000,000
Fire Department Charges and Equipment	\$500,000
Fire Fighting Expenses	\$500,000
Trees, Shrubs & Plants-each tree	\$250
Trees, Shrubs & Plants-occurrence	\$100,000
LEED Certified Buildings & Contents	\$500,000
Master Keys	\$50,000
Personal Property – any one individual	\$2,500
Personal Property – any on occurrence	\$100,000
Value Papers	\$1,000,000
Emergency Evacuation Expenses	\$250,000
Emergency Evacuation Expenses – subscribed members	\$1,000,000
Mobile Equipment Includes: Commandeered Equipment (30-day reporting)	\$500,000
(Up to Value Insured) Fire Fighting Expense	\$500,000
Equipment whilst waterborne (except in transit)	\$500,000
Rental Reimbursement (up to \$2,500 per day)	\$75,000

LOSS, if any, payable to the Certificate Holder or as otherwise denoted in endorsements attached hereto.



Deductible

Each and Every Claim
Vacant Properties
Earth Movement
Flood
Business Interruption Waiting Period
Wildfires
Schools and Portables not equipped wit intrusion alarms

Amount to be Deducted

**\$5,000
\$20,000
3% min. \$250,000
\$250,000
48 Hours
\$25,000
\$25,000

BOILER & MACHINERY INSURANCE

ANNUAL PREMIUM: \$415.00

(EQUIPMENT BREAKDOWN INSURANCE)

Items of Coverage

Amount of Insurance

Policy Includes:
Extra Expense
Direct Damage
Business Interruption – Loss of Gross Profits (Turnover)
Business Interruption - Rents
Expediting Expenses
Professional Fees
Hazardous Substances
Ammonia Contamination
Water Damage
Spoilage (Refrigerated Storage)
Automatic Acquisitions (up to 365 days)
By-Laws

\$500,000 (up to Amount of Insurance)
\$100,000,000
\$10,000,000
\$500,000
Included
\$1,000,000
\$500,000
\$500,000
\$100,000
Included
Included

Deductibles

Amount to be Deducted

Direct Damage – pressure objects, electrical/mechanical
Business Interruption
All other losses involving electrical items of varying horsepower
Consequential Damage (Refrigeration)
Production Machines

\$1,000
48-hour Waiting Period
As per Policy Wording
10% subject to minimum of \$1,000
\$10,000



AUTOMOBILE INSURANCE

Coverage

Third Party Liability
 S.E.F. No. 6b School Bus
 S.E.F. No. 6c Public Passenger Vehicles
 Accidental Benefits
 Loss of Damage to insured Automobile

Deductibles

Hail Damage
 All Vehicles, All Other Losses

ANNUAL PREMIUM: \$20,277

Limits of Liability

\$5,000,000 per Occurrence
 \$5,000,000
 \$2,000,000
 As per provincial requirements
 All Perils as per scheduled attached

Amount to be Deducted

\$2,500
 \$1,000

BOND & CRIME

Insuring Clauses Applicable to this Coverage

Employee Theft Coverage
 Premises Coverage
 In Transit Coverage
 Forgery Coverage
 Computer Fraud Coverage
 Funds Transfer Fraud Coverage
 Money Order and Counterfeit Currency Fraud
 Credit Card Fraud Coverage
 Client Coverage
 Expense Coverage

TOTAL PREMIUM: \$ 1,748

Limits of Liability	Retentions
\$250,000	\$25,000
\$25,000	\$5,000
\$25,000	\$5,000
\$25,000	\$5,000
\$25,000	\$5,000
\$25,000	\$5,000
\$25,000	\$5,000
\$25,000	\$5,000
\$10,000	NIL

Coverage applies as follows

Loss Sustained

Additional Limits of Liability

Limits of Liability

Retentions

Social Engineering Fraud Coverage (with official authorization)

\$10,000

\$10,000

Telephone Fraud Coverage

\$10,000

\$10,000



ENVIRONMENTAL IMPAIRMENT LIABILITY POLICY

TOTAL PREMIUM: \$8,811.08

\$2,000,000 – per Environmental Condition(s)

\$5,000,000 – Total for all Environmental Condition(s)

\$100,000 – Deductible per Environment Condition(s)

Claims – Made and Reported – 2020

1. RMA Amendatory Coverage – General
 - a. \$600,000 sublimit
2. PFOAs Exclusion Endorsement

COUNCILLORS & VOLUNTEER ACCIDENT POLICY

TOTAL PREMIUM: \$1,416

24 HOUR - \$100,000

\$2,500,000 Aggregate Limit Per Accident

LEGAL EXPENSE POLICY

TOTAL PREMIUM: \$2,488

\$200,000 - Various Coverage Limits

\$1,000,000 Aggregate Limit Per Annual Period

UMBRELLA

TOTAL PREMIUM: \$11,665

Excess (1st Layer) \$5,000,000

Excess (2nd Layer) \$5,000,000

Excess (3rd Layer) \$5,000,000

Excess (4th Layer) \$5,000,000

Excess (5th Layer) \$5,000,000

Excess (6th Layer) \$5,000,000

Excess (7th Layer) \$5,000,000

Claims

Priorities of Genesis

- ◆ We prioritize subscriber relations and transparent two-way communication.
- ◆ We focus on delivering sustainable and competitive rates for subscribers.
- ◆ We lead with risk management education, research, and best practices.
- ◆ We promote subscriber culture focused on risk management and program ownership.

Program Claims History

Year	Claims	Values	
		Total Paid	Average Cost per Claim
2022	10	\$24,908.95	\$2,490.90
2021	11	\$88,496.86	\$8,045.17
2020	16	\$140,339.77	\$8,771.24
2019	15	\$361,757.69	\$24,117.18
2018	5	\$366,547.12	\$73,309.42
2017	9	\$206,487.66	\$22,943.07
2016	10	\$308,080.08	\$3,080.01
Grand Total	76	\$1,496,618.13	\$19,692.34

2016 - 2022			
Claim Type	Claim Category	Total Paid	% of Total
Automobile	Collision	\$24,911.12	1.66%
	Comprehensive	\$70,335.47	4.69%
	Crossed Centre Line	\$0	0.00%
Automobile Total		\$95,246.59	6.36%
General Liability	Administrative E & O	\$10,295.40	0.69%
	Mobile	\$8,557.79	0.57%
	Other	\$305,413.50	20.41%
	Roads	\$2,058.00	0.13%
	Water	\$236,808.07	15.82%
	Wrongful Dismissal	\$178,441.79	11.92%
General Liability Total		\$741,574.55	49.55%
Property	Crime	\$82,569.03	5.52%
	Environmental	\$14,370.98	0.96%
	Mobile Equipment	\$277,474.40	18.54%
	Others	\$263,188.93	17.59%
	Vandalism	\$0	0.00%
	Vehicle Impact	\$22,193.65	1.48%
	Water	\$0	0.00%
Property Total		\$659,796.99	44.09%
Grand Total		\$1,496,618.13	100.00%

Vision: A welcoming place for all to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

COUNCIL MEETING:

January 8, 2024

TITLE: APPOINTMENT OF PLANNING DIRECTOR

PREPARED BY: DAVID TAYLOR

DEPARTMENT: PLANNING

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

- Organizational Capacity

ATTACHMENTS

- EXP Work Authorization

BACKGROUND

The Province's Local Governance Reform introduced changes to how municipalities administer their development processes. There is now a legislative requirement to have a *Registered Professional Planner (RPP)* appointed as **Planning Director** for the Town. This position may be a permanent staff member or by Consulting services. Under Section 10 (1)(b) of the *Community Planning Act*, the Planning Director is by definition, the 'Development Officer, which can be delegated under section 108(6) of the *Act*. The existing Planning Officer position, appointed under section 16 of the former *Community Planning Act*, shall be deemed to have been appointed as a Planning Officer, under section 10 of the current *Act* and retains the role of Development Officer.

COMMENT

As a Municipality providing its own land use planning services, Council is required to ensure that the Municipal Plan By-law, Zoning By-law and Subdivision By-law are prepared or amended under the direction of a Planning Director. No development and no building permit shall be issued under the *Building Code Administration Act* for a development, unless the Development Officer having jurisdiction, grants an approval for the development. As a Consultant for Planning Services, questions requiring interpretation or clarification can be directed to the Planning Director who will be acting on an as-needed basis similar to services previously provided by Dillon Consulting Ltd.

FINANCIAL IMPLICATIONS

The cost for administrative support will be based on an on-demand basis with a budgeted amount of \$48,000.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield support the motion.

MOTION

That the Council of the Town of Grand Bay-Westfield appoint Frank Flanagan, RPP, as a Planning Consultant to fulfill the role of the Town's Planning Director, under authority of Section 10(1)(b) of the *Community Planning Act*.

Strategic Priorities:

Smart Growth | Organizational Capacity | Community Vitality | Infrastructure and Climate Adaptation

Appointment of Planning Director

CAO COMMENTS

APPROVAL

Department Head:  January 4, 2024

CAO:  January 4, 2024



WORK AUTHORIZATION

Client Name ("CLIENT"):	The Town of Grand Bay-Westfield		
Client Address:	PO Box 3001, Grand Bay-Westfield,NB,E5K 4V3		
Contact Person:	David Taylor, Development Officer		
Contact Email:	dtaylor@towngbw.ca	Contact Phone:	506-738-6409
Select EXP Entity ("CONSULTANT") is authorized to provide services associated with the following project:			
Project Name:	Professional Planning Consulting Services to the Town of Grand Bayu-Westfield		
Project Location:	Town of Grand Bay-Westfield		
Project Number:	To be completed on Submission of this form		
Scope of Work:	To fulfil Section 10(1) of the Community Planning Act, Frank Flanagan, P. Eng., FCIP, RPP will provide professional planning services to the Town of Grand Bay-Westfield as required/requested		
Project Manager:	W. Fank Flanagan, P.Eng. FCIP, RPP Senior Urban Planner, EXP Services Inc.		
Charges for Services:	\$160 per hour (may be updated periodically with prior notice to client)		

Please return one **signed** copy of this work authorization as confirmation of your requirement and as your authorization for EXP to proceed.

TERMS AND CONDITIONS

Services to be provided in accordance with the Terms and Conditions and Proposal attached. CLIENT'S signature below indicates acceptance of the attached Terms and Conditions and Proposal.

EXP Services Inc.	Town of Grand Bay-Westfield
Signature: _____ <i>I have the authority to bind the company</i>	Signature: _____ <i>I have the authority to bind the company</i>
Print Name: <u> Mark Gunter, P.Eng. </u>	Print Name: <u> John Enns-Wind </u>
Date: <u> Jan 3, 2024 </u>	Date: <u> January 9, 2024 </u>

All invoices are payable upon receipt. Interest will be charged at 1.5% per month (18% per annum) on any balance after 30 days. The CLIENT acknowledges and agrees that EXP may, at its sole discretion, hold back issuance of final reports or other deliverables until payment of all past due amounts has been received.



TERMS AND CONDITIONS

1. **AUTHORIZATION TO PROCEED.** The signing of the Work Authorization form attached to these Terms and Conditions, which together with CONSULTANT's proposal shall collectively be referred to as the Agreement, will serve as written authorization for CONSULTANT to proceed with the services called for in this Agreement.
2. **EXTENT OF AGREEMENT.** This Agreement, including attachments incorporated herein by reference, represents the entire agreement between CONSULTANT and CLIENT and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be altered only by written instrument signed by authorized representatives of both CLIENT and CONSULTANT.
3. **CHANGES.** Work beyond the scope of Services or redoing any part of the Services through no fault of CONSULTANT, shall constitute extra work and shall be paid for on a time and material basis in addition to any other payment provided for in this Agreement. In the event, CONSULTANT's work is interrupted due to delays other than delays caused by CONSULTANT, CONSULTANT shall be compensated based on CONSULTANT's current Fee Schedule for the additional labour or other charges associated with maintaining its work force for CLIENT's benefit during the delay, or at the option of the CLIENT, for charges incurred by CONSULTANT for demobilization and subsequent remobilization. If, during the course of performance of this agreement, conditions or circumstances are discovered which were not contemplated by CONSULTANT at the commencement of this Agreement, CONSULTANT shall notify CLIENT in writing of the newly discovered conditions or circumstances and the impact on the Agreement. CLIENT and CONSULTANT agree to negotiate in good faith any changes to the price, terms and conditions, or schedule of this Agreement. Written notice of changes will be provided by CONSULTANT to the CLIENT by Change Order for the CLIENT's approval.
4. **PAYMENT.** CONSULTANT shall invoice CLIENT periodically for the services performed under this Agreement, including laboratory services, if required. Compensation for such services shall be in accordance with CONSULTANT's current Fee Schedule or the terms of the proposal, which do not include applicable taxes. CLIENT shall pay invoices upon receipt. Invoices not paid within thirty (30) days of the invoice date shall be subject to a late payment charge of 1.5% per month (18% per year) from the date of billing until paid. The invoice amounts shall be presumed to be correct unless CLIENT notifies CONSULTANT in writing within fourteen (14) days of receipt. Progress billings, when paid, represent acceptance by CLIENT of the invoiced services performed by CONSULTANT. The CLIENT agrees to pay legal fees and costs necessary to collect on past due accounts. If CLIENT fails to pay an invoice when due, CONSULTANT may suspend all services until such invoice is paid in full.
5. **PERMITS, UTILITIES AND ACCESS.** Unless otherwise provided, the CLIENT shall apply for and obtain all required permits and licenses. The CLIENT warrants that it has made all necessary arrangements for right to entry to provide CONSULTANT access to the site for all equipment and personnel at no charge to CONSULTANT. The CLIENT shall also provide CONSULTANT with the location of all underground utilities and structures in the vicinity of the work area, unless otherwise agreed in writing. While CONSULTANT will take all reasonable precautions to minimize any damage to the property, the CLIENT agrees to hold CONSULTANT harmless for any damages to any underground subsurface structures or any damage required for right of entry.
6. **COST ESTIMATES.** If CONSULTANT provides an estimate of probable costs or a budget for the Work that is developed by CONSULTANT during the performance of the Scope of Services, the CLIENT hereby acknowledges that neither CONSULTANT nor CLIENT has control over other professional fees, land development, or other costs related to the entire Project. Therefore CONSULTANT does not warrant or represent the Project costs will not vary from the Project Budget. Neither CONSULTANT nor the CLIENT has control over the cost of labour, materials or equipment, over the contractor's methods of determining bid prices, or over competitive bidding, market, or negotiating conditions. CONSULTANT therefore does not warrant or represent that bids or negotiated prices will not vary from the estimate of probable construction cost.
7. **DISPUTES.** Any dispute arising under this Agreement shall first be resolved by taking the following steps. A successive step shall be taken if the issue is not resolved at the preceding step: 1) by the technical and contractual personnel for each Party, 2) by executive management of each Party, 3) by mediation, 4) by arbitration if both Parties agree or 5) through the court system in the Province of New Brunswick
8. **STANDARD OF CARE.** CONSULTANT shall perform its services in a manner consistent with the standard of care and skill ordinarily exercised by members of the profession practicing under similar conditions in the geographic vicinity and at the time the services are performed. This Agreement neither makes nor intends a warranty or guarantee, express or implied.
9. **INDEMNITY.** Notwithstanding any other provision of this Agreement, the CLIENT agrees to indemnify, defend and hold harmless CONSULTANT, its officers, directors, employees and subconsultants (collectively "CONSULTANT") against all damages, liabilities or costs including reasonable legal fees and defense costs arising out of or in any way connected with this Project or the performance of the services under this Agreement, excepting those damages, liabilities or costs attributable to the negligent acts or omissions by CONSULTANT.
10. **LIMITATION OF LIABILITY.** Notwithstanding any other provision of this Agreement, the total liability of CONSULTANT, its officers, directors and employees, to the CLIENT and anyone claiming by or through the CLIENT, for any and all claims, losses, costs or damages from any cause in any way related to the project or the Agreement, shall not exceed the fees paid to the CONSULTANT. CONSULTANT shall not be liable for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Agreement. CLIENT and CONSULTANT agree that any legal actions arising



directly or indirectly from this Agreement and/or CONSULTANT's performance of the Services shall be filed no later than two years from the date the Services have been performed.

11. **RESPONSIBILITY.** CONSULTANT is not responsible for the completion or quality of work that is dependent upon information provided by or services performed by the CLIENT or third parties not under the direct control of CONSULTANT. CONSULTANT is not responsible for the acts or omissions or for any damages resulting from the actions of such parties. CONSULTANT does not assert control or assume responsibility for a Contractor not retained directly by CONSULTANT or over a CLIENT's employees, work site, work methods or property.
12. **CONSEQUENTIAL DAMAGES.** CONSULTANT shall not be liable for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Agreement.
13. **OWNERSHIP AND CONFIDENTIALITY.** Unless otherwise agreed to by the parties in writing, all documents (including reports, drawings and specifications, and electronic or digital copies) required to be prepared by or on behalf of CONSULTANT in connection with the Services will become the property of the CLIENT upon full and final payment of the Compensation. The copyright and all intellectual property in the documents and designs shall be retained by CONSULTANT. CONSULTANT hereby grants to CLIENT a non-exclusive right and royalty-free license to use, disclose and reproduce the documents solely for the purpose of the project. CLIENT will not distribute or convey CONSULTANT's reports or recommendations to any person or organization other than those identified in the project description without CONSULTANT's written authorization. CLIENT releases CONSULTANT from liability and agrees to defend, indemnify, protect and hold harmless CONSULTANT from any and all claims, liability, damages or expenses arising, in whole or in part, from unauthorized use. Information provided by either party with respect to the project's design, supplies, management, costs, description or other pertinent information are confidential. The parties agree not to disclose such information to third parties unless necessary to the project's execution or already a matter of public knowledge.
14. **FIELD REPRESENTATION.** The presence of CONSULTANT's or its subcontractors' field personnel, may be required for the purpose of providing project administration, assessment, observation and/or field testing. Should a contractor(s) not retained by CONSULTANT be involved in the project, CLIENT will advise such contractor(s) that CONSULTANT's services do not include supervision or direction of the means, methods or actual work of the contractor(s), its employees or agents. CLIENT will also inform contractor that the presence of CONSULTANT's field representative for project administration, assessment, observation or testing, will not relieve the Contractor of its responsibilities for performing the work in accordance with applicable regulations, or in accordance with project plans and specifications. If a contractor is involved on the project, CLIENT agrees CONSULTANT shall not be responsible for working conditions on the job site including the safety and security of persons or property.
15. **ENVIRONMENTAL CONDITIONS.** CLIENT shall have responsibility and liability for the environmental conditions on the site. Without limiting the generality of the foregoing, CONSULTANT shall have no liability to the CLIENT or any third party for Mould Related Claims, contaminants, or any other hazardous, dangerous or toxic substance. For the purposes of this section, Mould Related Claims means any claim arising out of or resulting from the actual, alleged or threatened existence, effects, ingestion, inhalation, abatement, testing, monitoring, remediation, enclosure, decontamination, repair, removal or the actual or alleged failure to detect Mould, Mildew or other Fungus in any form. Mould, Mildew, or other Fungus means any plant-like group that does not produce chlorophyll and derives food either by decomposing organic matter from dead plants and animals or by parasitic attachment to living organisms or any substance specifically or commonly referred to as mould, mildew, or fungus, and includes any and all mycotoxins, spores, scents, or other byproducts that are produced by the above-described groups or substances. CLIENT shall be responsible for and promptly pay for the removal and lawful disposal of Mould, Mildew, or other Fungus, contaminants, hazardous materials, asbestos, samples and cuttings unless otherwise agreed in writing. The discovery of such conditions on the site shall result in the issuance of a Change Order to the extent that the services of CONSULTANT are impacted.
16. **TERMINATION.** This Agreement may be terminated by either party upon ten (10) days written notice to the other. In the event of termination, CLIENT shall pay for all charges for work performed and demobilization by CONSULTANT. The limitation of liability and indemnity obligations of this Agreement shall be binding notwithstanding any termination of this Agreement.
17. **SOLICITATION.** Neither Party will, directly or indirectly, for a period of two years from the expiration date of this Agreement, solicit for employment or any other engagement the services of any person who is now employed by the other Party or any affiliate, except in the course of general recruitment efforts.
18. **ASSIGNMENT.** Neither CLIENT nor CONSULTANT shall assign its interest in this Agreement without the written consent of the other.
19. **GOVERNING LAW.** This Agreement is governed by the laws of the Province of New Brunswick

Vision: A welcoming place for all to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

Council Meeting:

January 8, 2024

TITLE: STRATEGIC PLANNING PROCESS: MANDATE LETTERS

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS:

1. Mandate Letter: CAO
 2. Mandate Letter: Communications
 3. Mandate Letter: Development
 4. Mandate Letter: Finance
 5. Mandate Letter: Fire
 6. Mandate Letter: Recreation
 7. Mandate Letter: Works
-

BACKGROUND

In the governance of the Town, Council is responsible for: budget, By-laws, policies, linkage between Administration and residents, and relations with other governments.

To accomplish its goals and objectives, and realize the Town's future state, Council uses a Strategic Plan that is aligned with the Municipal Plan. The Strategic Plan drives Administration in the short, middle and long term from operations to relations with other jurisdictions. Since Council's term began, a number of tasks have been completed by both Council and Administration to fulfill Council's goals and objectives to achieve Council's vision of the Town's future state.

The following chart outlines the process that has been undertaken and will be undertaken on an annual basis.

Strategic Priorities:

Smart Growth | Organizational Capacity | Community Vitality | Infrastructure and Climate Adaptation

Chart #1: Strategic Plan Process



Strategic Plan

The Strategic Plan is completed at the beginning of Council’s term and is effective for the duration of the term. It will be amended if there is a new Councillor to reflect their goals and objectives.

Tactical Plan

The Tactical Plan is a direct result of the Strategic Plan; it is how vision is translated turned into reality. The Tactical Plan directly influences the Budget.

Budget

The Budget is the fiscal tool used by Council to establish and fund their priorities. This is done through establishing Levels of Service, such as how high is the grass before it is cut to how the Fire Department approaches fire suppression.

Work Plans

Work Plans are the outcomes for each department based on the budget. If a strategic priority doesn’t receive funding, then it is not a part of a Work Plan. The Work Plan is the detail of how a task from the Strategic Plan is completed or undertaken.

Mandate Letters

The Mandate Letter is a directive to all departments from the CAO outlining the values to be followed, based on the strategic plan. The Mandate Letter also has high level goals/objectives related to the Strategic Plan and is a high-level summary of the Tactical Plan.

Goals/Objectives

The Goal/Objectives are those tasks that are to be undertaken, or completed, that fulfill Council's Strategic Plan. These are undertaking or completions that are to be fulfilled within the fiscal year.

Performance Evaluations

Performance Evaluations are the CAO's tools to ensure that each Direct Report is working as part of the Leadership Team to fulfill Council's Strategic Plan. There are fourteen categories with the current performance evaluation tool encompassing a broad base of values contributing to a strong department head. Further, two questions need to be asked:

1. If the Direct Report easily fulfilled their Work Plan and Goals/Objectives, were expectations too low or can the Direct Report accept increased responsibilities?
2. If the Direct Report failed to fulfill the Work Plan and Goals/Objectives, were the expectations unrealistic or does the Direct Report have too much responsibility?

It is Council's responsibility to evaluate the CAO's performance, this task has been completed annually by Council.

Strategic Plan Review

This is the first step in the Budget preparation process. Are the Work Plans on track? Are the Goals/Objectives of Department Heads on track? Was the plan successful? Does the Strategic Plan have to be tweaked or amended?

COMMENT

The Strategic Plan process is a foundational pillar of good governance. Through the process, resources are allocated and measurements are established allowing Council to track progress on their goals/objectives. Administration uses Government Frameworks Cascade software to track progress.

Over the coming year, more work will be done to better understand the level of service Council wants in a variety of operational areas.

FINANCIAL IMPLICATIONS

There is no direct cost. Indirect costs are minimalized because the Mandate Letters are the product of developing the budget.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield approve the Mandate Letters.

MOTION

That the Council of the Town of Grand Bay-Westfield refer the Mandate Letters to be used as part of the CAO and Leadership Team's performance evaluations.

Strategic Planning Process: Mandate Letters

APPROVAL

Department Head:

CAO: *John D. Wood*

January 4, 2024

Mandate Letter

Chief Administrative Officer

2024

The Chief Administrative Officer provides their best advice to Council, and leads the municipal organization to carry out the direction of Council; models consistent values of high ethical awareness, honesty and fairness; develops objectives and implements strategic and operational plans to achieve the vision for the municipality, as well as the financial and operating objectives; oversees operations of the municipal organization, develops management and allocates resources, and ensures controls to safeguard municipal assets; and works with the Council to develop policy and maintain oversight.

Annual Corporate Leadership Expectations of the CAO:

Staff Effectiveness	Live the corporate values, and create and nurture a culture that attracts, retains and motivates talented personnel. Promote the development and performance of employees at all levels of the organization.
Policy Facilitation and Council Relations	Help elected officials by offering high quality policy advice, guidance, and direction for the development of Council’s decisions and policies. Facilitate Council governance and decision-making, and assist other community players identify, work toward, and achieve common goals.
Political Acumen	Appropriately represent Council’s direction and guide the work of senior management in support of this direction. Anticipate the possible impacts of decisions on the political environment.
Functional and Operational Expertise and Planning	Assist Departments with decisions on service delivery and work operations while encouraging teamwork and effective problem-solving among staff members, eliminating barriers between Departments.
Service Delivery Management	Maintain a consistently high level of quality in staff work, operational procedures, and service delivery in an efficient and productive manner implementing change of procedures when necessary. Build strong collaborative and mutually beneficial relationships with client and partner agencies.
Strategic Leadership	Link business decisions with the strategic direction and long-term sustainability of the organization and look for creative solutions that support a culture of continuous improvement.

Town of Grand Bay-Westfield



Democratic Advocacy and Citizen Participation	Demonstrate a commitment to democratic principles by respecting elected officials, community interest groups, and the decision-making process.
Diversity	Understand and value the differences among individuals and foster these values throughout the organization and community. This includes attracting, retaining and developing a diverse labour pool and sustaining a respectful workplace.
Budgeting and Financial Analysis	Prepare and manage a balanced budget to provide services at a level directed by Council and promote fiscal discipline and accountability to staff ensuring that the operation of the municipality is efficient and effective for the short term and the long term. Ensure the municipality is positioned to access all funding programs for which it is eligible from other levels of government.
Human Resources Management	Ensure policies and procedures for employee hiring, promotion, performance appraisal, and discipline are equitable, legal and current.
Strategic Planning	Position the organization and the community for events and circumstances that are anticipated in the future by developing a clear plan with programs and services that reflect Council's vision, mission and strategic plan including reviewing annual priorities and identifying new initiatives with Council.
Advocacy and Interpersonal Communication	Facilitate the flow of ideas, information, and understanding between and among individuals in a way that demonstrates respect. Effectively establish rapport with stakeholders including Council, employees, external agencies, partners and community members. Keep Council fully informed of all significant operational, financial and advocacy matters and risks relevant to the municipality in a timely manner.
Media Relations	Build a positive relationship with the media demonstrating no bias and communicate information in a clear and compelling manner that increases public understanding of local government issues and activities.



Integrity	Act to create a positive image for the municipality and have a positive impact on the community. Be a role model by demonstrating a high degree of personal integrity, fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities. Ensure public processes are transparent and accountability is clear when dealing with issues. Promote ethical behaviour and hold individuals at all levels, including external contractors and internal staff, accountable for meeting ethical standards.
Personal Development	Demonstrate a commitment to a balanced life and wellness by attending personal or professional development and training and activities, both within and outside the corporation.



Specific Annual Council and CAO Goals

Goal	Outcomes/Measures	Target Completion Date
<p>Goal #1: Smart Growth</p>	<ol style="list-style-type: none"> 1. Collaborate with a variety of partners to increase and diversify the assessment base. 2. Continue ongoing support of GBW Business Owners Association. 3. Through HAF, further support place making and branding and development of an opportunity information page on the website. 4. Continue work with Envision Saint John to attract developers and builders. 5. Collaborate with Envision Saint John to work with entrepreneurs, businesses, developers, real estate agents and landowners to activate land. 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing
<p>Goal #2: Organizational Capacity</p>	<ol style="list-style-type: none"> 1. Continue process enhancements: <ol style="list-style-type: none"> a. Designate priority software for use. b. Redesign front end job descriptions. c. Develop an Organization Chart reflective of changes to be used for rehab of Centrum and design of Public Works Building. 2. Include Council reports in minutes posted to the Town website. 3. Identify new financial software. 4. Work with Leadership Team to delegate responsibilities from CAO. 5. Implement Communications Plan. 6. Media training for Council & Administration. 7. Review emergency alert system/email options to effectively disseminate information. 8. Continued implementation of Fire Service Review. 9. Adopt new technology to improve facility booking and management. 10. Pending HAF, review Planning Department to maximize efficiency, affordability and customer service. 	<ol style="list-style-type: none"> 1.a. Q2 1.b. Q1 1.c. Q1 2. Q1 3. Q3 4. Q1 5. Q1 6. Q2 7. Q1 8. Ongoing 9. Q2 10. Ongoing



Goal #3: Infrastructure & Climate Adaptation	1. Incorporate facilities, playgrounds, and other recreation assets into the asset management plan. 2. Review climate change initiatives. 3. Develop new Climate Adaptation Plan. 4. Improve Works Department scheduling.	1. Q3 2. Q2 3. Q3 4. Q2
Goal #4: Community Vitality	1. Increase intergenerational community interaction. 2. New facility infrastructure research and development. 3. Community Trails Plan	1. Ongoing 2. Q3 3. Q3
Goal #5: Leadership	1. Create time for staff to process information. 2. Clearly define expectations.	1. Ongoing 2. Ongoing
Goal #6: Continuous Improvement	1. Continue to enhance skills as a CAO.	1. Ongoing



Mandate Letter Communications Department 2024

Corporate Goals For All Departments

Council Priorities	Work to achieve the priorities established by Mayor & Council.
Municipal Plan	Review the Municipal Plan and incorporate the recommendations into your short and long-term plans.
CAO Goals	Work to achieve the CAO goals and report at year end to the CAO.
Long-Term Financial Plan	Demonstrate support for the Long-Term Financial Plan.
Improvement & Innovation	Demonstrate support for Improvement and Innovation by identifying potential projects, participate in a value stream mapping exercise, commit staff to participate in projects, and to act as facilitators and project team members.
Council Relations	Develop a respectful relationship with Town Council and individual Council members.
Employee Engagement	Support and actively participate in the Employee engagement efforts.
Teamwork	Work cooperatively with your senior management colleagues.
Corporate Leadership	Spend time with your staff, even in remote locations.
Health & Safety	Participate in safety meetings and take a keen interest in the safety in your area.
Fiscally Responsible	Be fiscally responsible by managing your budget, keeping expectations reasonable and working to have an efficient operation by reducing expenditures.
Role Model	Be a role model for staff in attendance, wellness, safety, treatment of staff, respect all Departments and their staff, respect for Council and the public, always speak highly of your colleagues, and discourage gossip and do not participate in it.
Travel	Be aware of the amount of travel you do and work to maintain a reasonable amount of time at work.

Specific Goals for the Corporate Services Department

Goal	Outcomes/Measures	Target Completion Date
Goal #1: Continue website enhancements	Work with I.T. vendor and CIO on website enhancements	Ongoing
Goal #2: Review of emergency alert system/notification options	Work with CIO for potential in-house emergency alert system/notification options	Q1
Goal #3: Continue review of branding including signage	Assess signage opportunities in the community	Ongoing
Goal #4: Continue work on Communications Plan and Policies	Implement Communications Plan and develop further Communications Policies	Ongoing
Goal #5: Media training for Council and Administration	Host training	Q2
Goal #6: Tracking of customer service requests	Provide options for how Administrative staff can track customer service requests	Q2



Mandate Letter Planning & Development Department 2024

Corporate Goals For All Departments

Council Priorities	Work to achieve the priorities established by Mayor & Council.
Municipal Plan	Review the Municipal Plan and incorporate the recommendations into your short and long-term plans.
CAO Goals	Work to achieve the CAO goals and report at year end to the CAO.
Long-Term Financial Plan	Demonstrate support for the Long-Term Financial Plan.
Improvement & Innovation	Demonstrate support for Improvement and Innovation by identifying potential projects, participate in a value stream mapping exercise, commit staff to participate in projects, and to act as facilitators and project team members.
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Travel	Be aware of the amount of travel you do and work to maintain a reasonable amount of time at work.

Specific Goals for the Corporate Services Department

Goal	Outcomes/Measures	Target Completion Date
Goal #1: Increase development and building permits	Work with stakeholders and communicate 'development friendly.'	Ongoing
Goal #2: Reviewing incentive grants	Submission of new incentive program.	Q2
Goal #3: Review climate change initiatives	Development of a new Climate Action Plan.	Q2
Goal #4: Enhance customer service.	Engage a consultant, pending grand funding, to review processes identify improvements.	Ongoing



**Mandate Letter
Finance Department
2024**

Corporate Goals For All Departments

Council Priorities	Work to achieve the priorities established by Mayor & Council.
Municipal Plan	Review the Municipal Plan and incorporate the recommendations into your short and long-term plans.
CAO Goals	Work to achieve the CAO goals and report at year end to the CAO.
Long-Term Financial Plan	Demonstrate support for the Long-Term Financial Plan.
Improvement & Innovation	Demonstrate support for Improvement and Innovation by identifying potential projects, participate in a value stream mapping exercise, commit staff to participate in projects, and to act as facilitators and project team members.
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Travel	Be aware of the amount of travel you do and work to maintain a reasonable amount of time at work.

Specific Goals for the Finance Department

Goal	Outcomes/Measures	Target Completion Date
Goal #1: Continue system enhancements		Q4
Goal #2: Regular cadence of financial reporting	Monthly reporting to start with new financial software	Ongoing
Goal #3: Process mapping and documentation	Prepared for new software	Q3
Goal #4: Cross training		Ongoing
Goal #5: Continue refinement of budgeting process		Q2



Mandate Letter Fire-Rescue Department 2024

Corporate Goals For All Departments

Council Priorities	Work to achieve the priorities established by Mayor & Council.
Municipal Plan	Review the Municipal Plan and incorporate the recommendations into your short and long-term plans.
CAO Goals	Work to achieve the CAO goals and report at year end to the CAO.
Long-Term Financial Plan	Demonstrate support for the Long-Term Financial Plan.
Improvement & Innovation	Demonstrate support for Improvement and Innovation by identifying potential projects, participate in a value stream mapping exercise, commit staff to participate in projects, and to act as facilitators and project team members.
Council Relations	Develop a respectful relationship with Town Council and individual Council members.
Employee Engagement	Support and actively participate in the Employee engagement efforts.
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Travel	Be aware of the amount of travel you do and work to maintain a reasonable amount of time at work.

Specific Goals for the Fire Department

Goal	Outcomes/Measures	Target Completion Date
Goal #1: Continue implementation of Fire Service Review	Measure against Fire-Rescue Department Strategic Plan	Ongoing
Goal #2: Launch Community Connect and pre-incident planning	Community Connect launched and advertised to the public. Pre-Incident plans completed for Town owned facilities.	Q2
Goal #3: Continued redevelopment of policies and procedures	12 policies and/or procedures reviewed.	Ongoing
Goal #4: Setting of defined Level of Service	Internal review completed to assess operational capacity to meet approved level of service.	Q3
Goal #5: Achieve Superior Tanker Shuttle Accreditation	Successful completion of testing process.	Q3
Goal #6: Increase Fire Prevention/Public Education Services	Development of social media materials for use by Communications Manager. Partner with managers of seniors housing facilities to provide fire prevention talks to residents of the facilities.	Ongoing



Mandate Letter Parks & Recreation Department 2024

Corporate Goals For All Departments

Council Priorities	Work to achieve the priorities established by Mayor & Council.
Municipal Plan	Review the Municipal Plan and incorporate the recommendations into your short and long-term plans.
CAO Goals	Work to achieve the CAO goals and report at year end to the CAO.
Long-Term Financial Plan	Demonstrate support for the Long-Term Financial Plan.
Improvement & Innovation	Demonstrate support for Improvement and Innovation by identifying potential projects, participate in a value stream mapping exercise, commit staff to participate in projects, and to act as facilitators and project team members.
Council Relations	Develop a respectful relationship with Town Council and individual Council members.
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Travel	Be aware of the amount of travel you do and work to maintain a reasonable amount of time at work.

Specific Goals for the Corporate Services Department

Goal	Outcomes/Measures	Target Completion Date
Goal #1: Adoption of new technology to improve facility booking and management	Implementation of new software and its use	Q2
Goal #2: New facility infrastructure research and development	Explore the Amenity Prioritize Framework from Rec Master Plan	Q3
Goal #3: Optimized use of existing facilities	Review & Re-think operating space requirements	Ongoing
Goal #4: Enhanced communication and partnerships with established community groups	Collaborate with various partners to share content to the public	Ongoing
Goal #5: Growth in existing and new year-round community events	Continue to assist & support the Community Vitality Committee with programming	Ongoing
Goal #6: Increased intergenerational community interaction	Identify & Explore collaborative efforts of service providers	Ongoing
Goal #7: Incorporate facilities, playgrounds, and other recreation assets into the asset management plan.	Provide general condition assessments of all playgrounds and ball fields.	Q3



Mandate Letter Works Department 2024

Corporate Goals For All Departments

Council Priorities	Work to achieve the priorities established by Mayor & Council.
Municipal Plan	Review the Municipal Plan and incorporate the recommendations into your short and long-term plans.
CAO Goals	Work to achieve the CAO goals and report at year end to the CAO.
Long-Term Financial Plan	Demonstrate support for the Long-Term Financial Plan.
Improvement & Innovation	Demonstrate support for Improvement and Innovation by identifying potential projects, participate in a value stream mapping exercise, commit staff to participate in projects, and to act as facilitators and project team members.
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Travel	Be aware of the amount of travel you do and work to maintain a reasonable amount of time at work.

Specific Goals for the Works Department

Goal	Outcomes/Measures	Target Completion Date
Goal #1: Learn from first year of in-house snow and ice control	Conduct a debriefing session after each plowing event. Submit list of recommendations to CAO before end of May for the Snow & Ice Plan.	Q2
Goal #2: Facilitate more in-house equipment maintenance	Continue to discuss operational abilities with Public Works Superintendent (PWS) to encourage more in-house activities.	Ongoing
Goal #3: Improve on monthly/daily schedule planning	Continue to meet weekly with PWS to confirm coming operational requirement. Explore part-time admin support for PWS	Ongoing
Goal #4: Improve on procedure for implementation of video inspection of various storm and sanitary structures	Storm structure, 70 Storm lines, 2.4km Sanitary structures, 45 Sanitary mains, 10km	Q4
Goal #5: Enhance schedule for park regular maintenance (mowing)	Create a schedule, frequency for mowing public parks, public buildings, and walking trail maintenance.	Q2



● Draft
 ● Not started
 ● Behind
 ● On Track
 ● Overdue
 ● Complete
 → Direct Alignment
 --- Indirect Alignment

FIRE SERVICES PLAN

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Fire Chief	(FIRE) Projects General Capital Projects	Allocation to implement - From Fire Review - Tactical Plan to come out of Reserve			100% 100 / 100%
Fire Chief	General Capital Projects (FIRE) Projects	↳ Budget - Allocation to implement - From Fire Review - Tactical Plan to come out of Reserve			100% 35k / \$35k
Fire Chief	(FIRE) Projects General Capital Projects	Replace Fire Department Rescue Unit	<p>Key Accomplishments: New apparatus arrived and placed in service. Old Engine 1 is in shop for retrofit to serve as new Rescue Unit.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Refit Rescue scheduled to arrive first week of January.</p>	<p>Delivery of apparatus <input checked="" type="checkbox"/></p> <p>Award RFP <input checked="" type="checkbox"/></p> <p>Issue RFP <input checked="" type="checkbox"/></p> <p>Develop RFP <input checked="" type="checkbox"/></p>	100% 100 / 100%
Fire Chief	General Capital Projects (FIRE) Projects	↳ Budget - Replace Fire Department rescue unit			100% 810k / \$810k
Fire Chief	General Capital Projects (FIRE) Projects	↳ New Pumper Truck - Additional Costs			100% 64.23k / \$64.23k
Fire Chief	2023 and Beyond Expiration (FIRE) Contracts & Agreements	Fire Alarm Inspection and Maintenance /Fire Station No. 2			100% 1 / 1 Review(s)
Fire Chief	Ongoing Contracts / Agreements (FIRE) Contracts & Agreements	Dispatch Services (Vol. Fire Dept.) with City of Saint John			100% 1 / 1 Review(s)
Fire Chief	(FIRE) Projects General Capital Projects	Repurpose Engine into Rescue	<p>Key Accomplishments: Work to repurpose old Engine 1 to a Rescue Unit is almost complete. The contractor just needs to complete painting, all other work is complete and delivery is expected first week of January.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		95% 95 / 100%
Fire Chief	(FIRE) Projects General Capital Projects	Water storage tank			100% 100 / 100%
Fire Chief	Fire-Rescue Department Strategic Plan	Reduce strategic risks			58% 58.33 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Fire Chief	Fire-Rescue Department Strategic Plan	→ Evaluate capacity to meet Fire Underwriters Survey (FUS) superior tanker shuttle accreditation	<p>Key Accomplishments: The Department has completed training is confident in a successful test.</p> <p>Challenges: The testing has been delayed until the arrival of the new apparatus, and the refurbishment of an existing apparatus. With this, testing is being moved to 2024.</p> <p>Next Steps: With the completion of all apparatus projects in the first week or two of 2024, this testing will be scheduled for Spring 2024.</p> <p>Key Accomplishments: In house testing is complete.</p> <p>Challenges: Mutual aid partners are unable to provide apparatus less than twenty years old, which is required to attain rating.</p> <p>Next Steps: Will await arrival of new rescue in 2023 which will provide us with the needed number of apparatus to complete testing.</p>		75% 3 / 4 Evaluation(s)
Fire Chief	Fire-Rescue Department Strategic Plan	→ Conduct testing to achieve FUS superior tanker shuttle accreditation			0% 0 / 1 Test(s)
Fire Chief	Fire-Rescue Department Strategic Plan	→ Complete a formal fire service review to determine level of service provided, capacity to respond to large scale incidents and interoperability with external agencies and departments (EMO, Mutual or Automatic Aid Agreements)			100% 3 / 3 Milestone(s)
Fire Chief	Fire-Rescue Department Strategic Plan	Maintain and enhance training capacity	<p>Key Accomplishments: 2023 saw an increased capacity for in house instruction, including Incident Command System (ICS) courses. 2023 saw a significant increase in joint training with our mutual aid partner departments.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		35% 35 / 100
Fire Chief	Fire-Rescue Department Strategic Plan	→ Increase the inventory of in-house instructors for firefighting from 3 to 5 and for specialized training from 0-3	<p>Key Accomplishments: Two additional members have completed the Fire Service Instructor certification.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100
Fire Chief	Fire-Rescue Department Strategic Plan	→ Promote rental and/or mutual use opportunities with other Departments in region			32% 32 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Fire Chief	(FIRE) Smart Growth Smart Growth	Recruit newcomers to the FD	<p>Key Accomplishments: Whereas the Department typically only recruits once annually, and the newcomer populating in Grand Bay-Westfield remains minimal, this goal is being changed to a 10 year goal.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Newcomer recruitment will always be at the forefront of recruitment for the Department.</p>		50% 50 / 100%
Fire Chief	(FIRE) Smart Growth Smart Growth	Continue work to enhance water supply capacity to allow for wider range of structure types (larger and taller)	<p>Key Accomplishments: Underground water storage tank in Ward 2 is completed.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Long term goal of high capacity water supply for the Residential Stable Intensification Area,</p>		65% 65 / 100%
Fire Chief	(FIRE) Smart Growth Smart Growth	Continue work for provision of ladder truck service w/Saint John to allow for wider range of structure types	<p>Key Accomplishments: Positive work has been done towards meeting this goal, including a request from SJFD to meet on this topic in the coming weeks. Due to challenges from outside parties, the deadline for this goal has been moved to end of Q2 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Meeting held in late September was productive and resulted in 5 actionable items.</p> <p>Challenges: - Political landscapes / agendas and support in the communities - funding - Labour issues - Training – Different SOPs/SOGs in each department - Messaging - Dispatch - Interoperability – equipment, radios, tactics</p> <p>Next Steps: Review of operational and command systems underway. Working group established. Opportunities for interaction and networking between firefighters.</p> <p>Key Accomplishments: No new accomplishments, KVFD has a new Chief and Deputy which may spur activity on this item.</p> <p>Challenges: Waiting on City to move forward.</p> <p>Next Steps: Continue to reach out to city for updates.</p>		80% 80 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Fire Chief	(FIRE) Organizational Capacity Organizational Capacity	Fire service review to take place in 2022	<p>Key Accomplishments: Review, strategic plan and level of service completed.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: With the Level of Service Policy effective January 1, 2024, the tactical plan will be developed in 2024.</p> <p>Key Accomplishments: Review portion of project complete</p> <p>Challenges: Scheduling did no permit completion of presentation of review, and completion of strategic plan to be completed before 2022 year end,</p> <p>Next Steps: Review to be presented to Council in February 2023 Strategic planning session scheduled for February 2023</p>	<ul style="list-style-type: none"> Develop Tactical Plan <input type="checkbox"/> Level of Service Policy <input checked="" type="checkbox"/> Final document and presentation <input checked="" type="checkbox"/> Review and development phase <input checked="" type="checkbox"/> Award RFP <input checked="" type="checkbox"/> Recommend successful RFP proponent. <input checked="" type="checkbox"/> Review RFP Submissions <input checked="" type="checkbox"/> Issue RFP <input checked="" type="checkbox"/> 	<p>88%</p> <p>87.5 / 100%</p>
Fire Chief	(FIRE) Future Budget Requests	Remove noll at Station 2 to expand Firefighter parking.	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: This project was not able to be completed in 2023, Works Department has advised they now have the capacity to do this work in house and are planning for the work to be done Spring of 2024.</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: 2023 budget funds not available for this project.</p> <p>Next Steps: Works Department looking to do this work in house once full staffing and equipment is in place from transfer to in house snow control.</p> <p>Key Accomplishments: Engineering work complete</p> <p>Challenges: Financial considerations postponing work for 2023.</p> <p>Next Steps: With engineering work complete, Works Department will evaluate completing work in house.</p> <p>Key Accomplishments: Deputy Read met with engineer developing scope of work to identify options to increase emergency parking.</p> <p>Challenges: Engineer to research property lines to ensure there is room.</p> <p>Next Steps: Work will go to 2023 capital projects requests.</p>		<p>15%</p> <p>15 / 100</p>

CAO PLAN

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	Business Support (CAO) Master Plans	Entrepreneurial/Small Business Networking Organization	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> this has been initiated by a local business and have met numerous times the group also has an executive committee <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> an initial meeting with a prospective leader has been held the Town will provide support to facilitate success including use of the River Centre and Communications support <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%
Economic Development (Unappointed)	(ED) Master Plans Business Support (CAO) Master Plans	→ Collaborate with existing small businesses and entrepreneurs to leverage best practices and ultimately, cultivate a more integrated entrepreneurial ecosystem.	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> with the redesign of the Centrum, space will be made available for entrepreneurs in collaboration with the local business group and the entrepreneur group in Saint John <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		50% 50 / 100%
Economic Development (Unappointed)	(ED) Master Plans Business Support (CAO) Master Plans	→ Engage small businesses and entrepreneurs to mature the entrepreneurship agenda for the Town of Grand Bay-Westfield.	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> a strong working relationship has been develop with the local business group. the Town has provided sponsorship money to enhance entrepreneurial skills <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	Development Support (CAO) Master Plans	Landowners Outreach	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the preparatory work for the meetings has been completed <p>Challenges:</p> <ul style="list-style-type: none"> coordinating a mutually convenient time to meet with landowners has been challenging <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> this work is being completed by Envision Saint John <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: time has been an issue</p> <p>Next Steps: <i>No value</i></p>		<p>90%</p> <p>89.5 / 100%</p>
CAO	Development Support (CAO) Master Plans	<p>→ Develop an outreach plan for landowners and developers in the community. In doing so, understand their needs and wants for the future – what do they need from the Town of Grand Bay-Westfield to promote development in the community?</p>	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> this has been completed by Envision Saint John <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		<p>100%</p> <p>100 / 100%</p>
Economic Development (Unappointed)	(ED) Master Plans Development Support (CAO) Master Plans	<p>→ Document the findings from outreach and apply such findings to the Incentive Evaluation and Opportunity Brochure, as necessary.</p>	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> mutually convenient meeting times have been difficult to establish <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the work is being completed by Envision Saint John <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		<p>79%</p> <p>79 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	(CAO) Projects Resolutions Report to Council	Snow & Ice Control Services - Purchase of Equipment	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the fleet and the facility out of which they operate are now Town assets <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> agreement has been reached to ensure the appropriate equipment is acquired <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> monitoring the market for good used equipment <p>Challenges:</p> <ul style="list-style-type: none"> ensuring that good used equipment can be found at affordable prices recruiting good candidates with a multitude of skills to provide snow control services and summer support <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: preliminary work has been completed to identify needed equipment discussions have begun with AVL</p> <p>Challenges: no budget has been allocated for equipment in 2022</p> <p>Next Steps: <i>No value</i></p>		<p>100%</p> <p>100 / 100</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	(CAO) Projects	Community Hub	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> a good concept was developed that led to good partnerships <p>Challenges:</p> <ul style="list-style-type: none"> GNB has decided to reallocate the facility for other purposes <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the Rehab Centre is being reviewed as surplus property <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> this project is stalled, at best, and likely no longer proceeding <p>Challenges:</p> <ul style="list-style-type: none"> the province has other priorities they wish to realize out of the proposed facility <p>Next Steps:</p> <ul style="list-style-type: none"> awaiting to see how things go for the province <p>Key Accomplishments:</p> <ul style="list-style-type: none"> most of this project is beyond the control of Administration <p>Challenges:</p> <ul style="list-style-type: none"> buy in by two partners <p>Next Steps: <i>No value</i></p>		100% 100 / 100
CAO	(CAO) Long-Term Finance	General Operating Multi Year Budget	<p>Key Accomplishments: Model has been completed waiting for 2024 budget data to be populated before final edits can be made</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Basic model complete, still needs review and refinement</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the CFO and his Assistant have begun this process <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	(CAO) Organizational Capacity Resolutions Report to Council	Mandate Letters			100% 100 / 100
Development Officer	Planning, Development, & Control (DEV) Policies & Procedures (CAO) Policies & Procedures	Subdivision By-law	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> council approved the By-law in October <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> this is being brought before Council along with the Municipal Plan and Zoning By-law 		100% 1 / 1 Review(s)
CAO	(CAO) Council Meeting Resolutions Resolutions	2024 Budget Allocation - Trails Master Plan	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the next step is to engage a consultant to develop a community comprehensive trail plan <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> this is in front of Council for approval <p>Challenges:</p> <ul style="list-style-type: none"> this is to be completed by volunteers <p>Next Steps:</p> <ul style="list-style-type: none"> Council to approve volunteers to complete 		100% 100 / 100
CAO	(CAO) Projects General Capital Projects	Community Development Project	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> a good concept was developed partnerships were established and potential partnerships were identified <p>Challenges:</p> <ul style="list-style-type: none"> GNB is going in a different direction <p>Next Steps: <i>No value</i></p>		100% 100 / 100%
CAO	Administration and Finance (CAO) Policies & Procedures	Budgets Policy			0% 0 / 1 Review(s)

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	Administration and Finance (CAO) Policies & Procedures (FIN) Policies & Procedures	Financial Procedures	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> an annual calendar has been developed per the Good Governance Directive <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		0% 0 / 1 Review(s)
CAO	Administration and Finance (CAO) Policies & Procedures (FIN) Policies & Procedures	Grants Policy	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> Council approved a new policy including increased funding <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 1 / 1 Review(s)
CAO	Administration and Finance (CAO) Policies & Procedures (FIN) Policies & Procedures	Miscellaneous - Administration and Finance	<p>Key Accomplishments: Membership Policy has been revised and a new review goal has been created in Cascade to track its new review timeline</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		50% 0.5 / 1 Review(s)
CAO	Administration and Finance (CAO) Policies & Procedures (FIN) Policies & Procedures	Communications Device Policy	<p>Key Accomplishments: Cellular device policy updated to Communications Device Policy taken to Council and approved Policy Number P-GG-009 September 11, 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 1 / 1 Review(s)
CAO	Administration and Finance (CAO) Policies & Procedures	Land and Buildings			0% 0 / 1 Review(s)
CAO	Administration and Finance (CAO) Policies & Procedures	Electronic Mail Use Policy			0% 0 / 1 Review(s)
CAO	Administration and Finance (CAO) Policies & Procedures	Internet Use Policy			0% 0 / 1 Review(s)

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	Administration and Finance (CAO) Policies & Procedures (FIN) Policies & Procedures	Bursary Fund	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> approved by Council May 2023 <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the bursary policy is before Council requiring approval <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 1 / 1 Review(s)
CAO	Personnel (CAO) Policies & Procedures	Recruitment and Hiring	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> an onboarding package has been developed and used with the Works Dept last hire in the summer <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		0% 0 / 1 Review(s)
CAO	Personnel (CAO) Policies & Procedures	Workplace Harassment	<p>Key Accomplishments: Workplace Harassment Policy updated May 10, 2022</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> a date has been set for Council Administration and staff will be taking training through the use of an online platform <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		51% 0.51 / 1 Review(s)
CAO	Personnel (CAO) Policies & Procedures	Holidays Policy			0% 0 / 1 Review(s)
CAO	Personnel (CAO) Policies & Procedures (FIN) Policies & Procedures	Vacations Policy			0% 0 / 1 Review(s)
CAO	Personnel (CAO) Policies & Procedures	Improper Activities			0% 0 / 1 Review(s)
CAO	Personnel (CAO) Policies & Procedures	Training Policy			0% 0 / 1 Review(s)

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	Personnel (CAO) Policies & Procedures	Miscellaneous - Personnel			0% 0 / 1 Review(s)
CAO	Personnel (CAO) Policies & Procedures	Personnel Files			0% 0 / 1 Review(s)
CAO	Personnel (CAO) Policies & Procedures	Maternity and Parental Leave Policy			0% 0 / 1 Review(s)
CAO	Council Procedures (CAO) Policies & Procedures	Correspondence Procedure			0% 0 / 1 Review(s)
CAO	Council Procedures (CAO) Policies & Procedures	Telephone Polls			0% 0 / 1 Review(s)
CAO	Council Procedures (CAO) Policies & Procedures	Miscellaneous Council Procedures			0% 0 / 1 Review(s)
CAO	Council Procedures (CAO) Policies & Procedures	Paperless Council Kits	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> all council packages are paperless <p>Challenges:</p> <ul style="list-style-type: none"> identifying a council meeting platform to ensure security of council packages <p>Next Steps: <i>No value</i></p>		66% 0.66 / 1 Review(s)
CAO	Council Procedures (CAO) Policies & Procedures	Council Code of Conduct			0% 0 / 1 Review(s)
Development Officer	Planning, Development, & Control (DEV) Policies & Procedures (CAO) Policies & Procedures	By-law Enforcement Policy E003			0% 0 / 1 Review(s)
CAO	2023 and Beyond Expiration (CAO) Contracts & Agreements	Plumbing Services			100% 1 / 1 Review(s)

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	Plan Register (CAO) Integrated Planning Register	Long-Term Financial Plan	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> multi-year forecasts have been created for sewage, operations and capital <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the project has been initiated by the CFO and is to be complete for the formal launch of the budget cycle during Council's strategic plan review and budget launch <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the goal is to have this completed prior to the next budget cycle for 2024 <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: the CFOs have been working on the work by the MBA student</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 1 / 1 Review(s)
CAO	Plan Register (CAO) Integrated Planning Register	Asset Management Plan	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> <p>Next Steps:</p> <ul style="list-style-type: none"> adding recreation and facility assets <p>Key Accomplishments: this has been ongoing for more than ten years the Works Commissioner has a good software system that tracks assets</p> <p>the next component will be to include facilities</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		49% 0.49 / 1 Review(s)

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	Plan Register (CAO) Integrated Planning Register	Branding & Marketing Plan	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> Council is to receive a new plan January 8th for their approval <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: further work will commence in 2023 based on the work completed and approved by Council in 2020 the communications officer will oversee this</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		72% 0.72 / 1 Review(s)
CAO	Plan Register (CAO) Integrated Planning Register	Fundy Regional Service Commission	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the new responsibilities and processes have been integrated into the Town's operations <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: this is a now a key component of LGR</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 1 / 1 Review(s)
CAO	Plan Register (CAO) Integrated Planning Register	Envision Saint John	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> Envision has been integrated into the Town's operations <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 1 / 1 Review(s)
CAO	Plan Register (CAO) Integrated Planning Register	Greater SJ Regional Facilities Commission	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the regional facilities have been integrated into the regional service commission and is part of the Town's operations <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 1 / 1 Review(s)
CAO	(CAO) Mayoral Requests	ATV Integration	<p>Key Accomplishments: By-law No. PR-001: Respecting Roads Accessible to Off-Road Vehicles (3rd Reading)</p> <p>Third Reading (by title):</p>		100% 100 / 100

By-law No. PR-001: Respecting Roads Accessible to Off-Road Vehicles

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence
Carried

Challenges:

Next Steps:

Key Accomplishments: *No value*

Challenges:

- The By-law is still being reviewed by GNB

Next Steps: *No value*

Key Accomplishments:

- council approved the first two readings

Challenges:

- the By-law has not been returned to the Town from the Department of Justice and Public Safety

Next Steps: *No value*

Key Accomplishments:

- first and second reading have been completed

Challenges:

- the By-law has been with Justice and Public Safety since the end of January
- Administration is waiting for provincial approval of the By-law prior to giving third reading

Next Steps: *No value*

Key Accomplishments: The By-law is with the province for approval and is awaiting third reading

Challenges:

- waiting for provincial approval

Next Steps: *No value*

Key Accomplishments: through the Recreation Program Coordinator, good discussions have been had with an agreed upon map due to LGR, this will be brought to Council in 2023.

Challenges: *No value*

Next Steps: *No value*

Key Accomplishments:

- preliminary discussions have been had with the chair of the ATV club
- a By-law has been received from another community

Challenges: *No value*

Next Steps:

- formal chat with ATV club
- solicit feedback from affected neighbourhoods

Key Accomplishments: this will be assigned to the new Recreation Program Coordinator to work with the ATV group to identify safe and 'friendly' pathways

Challenges: *No value*

Next Steps: *No value*

Key Accomplishments: *No value*

Challenges: we have been waiting to learn what Riverview has determined. will be using tools from the Parks and Rec Master Plan to determine how to move forward as well.

Next Steps: *No value*

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	(CAO) Smart Growth Smart Growth	Advocate to Envision SJ	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> • Envision have been helpful providing data for a variety of projects. • relationship has been established between Envision and the GBW Business Owners Group • Envision has worked with local entrepreneurs on their businesses <p>Challenges:</p> <ul style="list-style-type: none"> • challenging to schedule joint meetings on development <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> • undergoing governance review due to Local Governance Reform <p>Key Accomplishments:</p> <ul style="list-style-type: none"> • Envision Saint John has been provided very good support for two ongoing projects: 1. housing and 2. Gb-W's new business association • Board meetings have been productive and ESJ Leadership has been updating on various initiatives including new marketing campaigns <p>Challenges:</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: this is on track</p> <p>Challenges: there may be challenges due to Local Governance Reform</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: we are partnering on a sprint platform</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: the Town is working with Envision Saint John for the Rediscover Main Street program it is before Council April 11</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		<p>72% 72 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	(CAO) Smart Growth Smart Growth	Support an immigrant family	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> • this has been deferred pending budget support and transit access for newcomers <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> • this will require budget support <p>Key Accomplishments:</p> <ul style="list-style-type: none"> • identified a transportation expert to help evaluate data collected regarding transit • initiated a project to determine how best to bring more housing into GB-W <p>Challenges:</p> <ul style="list-style-type: none"> • barriers to increasing immigrants within GB-W include housing and transit • transit data may not be available until the end of 2023 or the beginning of 2024 <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: this has been deferred due to a lack of resources (time)</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: this will be discussed as part of developing the 2023 budget</p> <p>Challenges: housing, transportation and newcomer support may be challenging</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: this has been deferred for budget reasons</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		<p>50%</p> <p>50 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	(CAO) Smart Growth Smart Growth	Work with Envision Saint John to continue to provide families with incentives/info to relocate to GB-W	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> Envision SJ has been very helpful in completing the Housing Needs Assessment and developing the Housing Action Plan <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> provide support developing incentives <p>Key Accomplishments:</p> <ul style="list-style-type: none"> work is being completed to develop a real estate strategy for GB-W and the region <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Envision SJ has been helpful in trying to better understand GB-W They have been helpful in a couple of projects</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: we are partnering on a spring platform that will address this goal</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: this work will commence with the development of an economic development committee and an economic development officer</p> <p>Challenges: volunteers are not enough to drive the program forward without dedicated staff</p> <p>Next Steps: <i>No value</i></p>		<p>60% 60 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	(CAO) Smart Growth Smart Growth	Host an open house with developers and realtors, including affordable housing options	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the CAO has been invited to meet with a group of developers in January 2024 for a morning breakfast meeting <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> Envision hosted an open house for developers and builders <p>Challenges:</p> <ul style="list-style-type: none"> aside from the one realty company, no other realty companies accepted invitation to meet. <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the Mayor met with developers <p>Challenges:</p> <p>Next Steps:</p> <ul style="list-style-type: none"> arranging to meet with land owners <p>Key Accomplishments:</p> <ul style="list-style-type: none"> interviews are being conducted with land owners to understand the local market, once these are complete then an open house will be held <p>Challenges:</p> <ul style="list-style-type: none"> this work is being completed throughout the region and timing may not suit our deadline <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: this will start up in 2023 as a priority</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: the key challenge is having the time to prepare for the open house.</p> <p>Next Steps: <i>No value</i></p>		<p>76% 76 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	(CAO) Smart Growth Smart Growth	Host a new developer workshop (current landowners)	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> this will be developed after the initial meetings with landowners and developers <p>Key Accomplishments:</p> <ul style="list-style-type: none"> ESJ is working on a workshop to help developers understand the market and the process <p>Challenges:</p> <ul style="list-style-type: none"> a lot of market research is being conducted prior to the workshops <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: time to host and prepare for the workshop is proving challenging</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: this will be done a little later than anticipated</p> <p>Challenges: finding time to develop the workshop is an issue</p> <p>Next Steps: <i>No value</i></p>		<p>58%</p> <p>58 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	(CAO) Smart Growth Smart Growth	Recruit Economic Development Officer	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> the position has been deferred for budgetary reasons and for a review to determine if the position is needed <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the position is an important investment with a plan in place the CAO is leading this component Envision Saint John is supportive of this strategic pillar and is actively providing support <p>Challenges:</p> <ul style="list-style-type: none"> the Town lacks the necessary resources to make this investment <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: the hiring of this position has been planned for January of 2023</p> <p>Challenges: recruitment is always a challenge</p> <p>Next Steps: <i>No value</i></p>		31% 31 / 100%
CAO	(CAO) Organizational Capacity Organizational Capacity	Review policies and bylaws	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the last By-laws needing updating due to LGR are in front of Council <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> many By-laws have been brought before Council for approval and passed this is ongoing work the pace is dependent on ad hoc issues arising and the capacity of legal to review the By-laws policies will be brought forward on an as needed basis <p>Challenges:</p> <ul style="list-style-type: none"> Administration is looking at delaying policy review until By-laws have been completed <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> ten By-laws have been presented to Council and are ready for third reading 		84% 84 / 100%

Owner	Strategic Priority	Monthly Update	Task	Current Compl...
		<ul style="list-style-type: none"> a calendar has been developed in which By-laws will be brought before Council <p>Challenges:</p> <ul style="list-style-type: none"> legal costs may be an issue <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: this has been deferred due to local governance reform priorities include:</p> <ol style="list-style-type: none"> Council Procedure By-law Community Grant Municipal Plan Zoning By-law Procurement <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> first By-law to be Council Procedural By-law and procurement <p>Key Accomplishments: some policies are being developed bylaws will not be reviewed until a Councillor has been elected from the new ward for 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	(CAO) Organizational Capacity Organizational Capacity	Develop Council Orientation Package	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the package has been pulled together based on documentation needed per the Council Good Governance Directive <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the new Councillor has been onboarded with one to one meetings with the CAO and relevant staff the new Council was provided orientation during the first weekend of January a foundation has been laid for future orientations including third parties to provide support <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: the first one was successful building off of that one for orientation in January of 2023</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: the foundation was laid with this Council's orientation it will be updated for the new Council's orientation after the byelection in November</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		60% 60 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	(CAO) Organizational Capacity Organizational Capacity	Development of Standard Operating Procedures	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> this has been a helpful process <p>Challenges:</p> <ul style="list-style-type: none"> it has taken more time for the process than anticipated <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the new software is supporting the development of SOPs <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> Administration recently purchased software that is expected to significantly enhance Administration's ability to complete SOPs in a timely manner <p>Challenges:</p> <ul style="list-style-type: none"> again, the issue is a question of time for Administration <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> this has been started in all departments as part of culture change, this is a collaborative effort including all effected team members <p>Challenges:</p> <ul style="list-style-type: none"> this is a time consuming but important issue <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: this is being developed in an uneven process: Accounting has a good foundation</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: each member of the leadership team has been developing this on an ongoing basis</p> <p>Challenges: it can be challenge to convert processes, history and knowledge onto paper</p> <p>Next Steps: <i>No value</i></p>		<p>50%</p> <p>50 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	(CAO) Infrastructure and Climate Adaption Infrastructure and Climate Adaption	Partner with MITACs	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the MBA student presented the business plan to Council October 10th. <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> use the business plan to develop an information package to develop a partner for an independent seniors' living facility <p>Key Accomplishments:</p> <ul style="list-style-type: none"> UNB SJ MBA student is developing a business plan for a housing project <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the initial project for MITACs has been postponed however, MITACs is providing funding for the housing project <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> a partnership will be established to develop a business plan for an upcoming project <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: an initial meeting was held with the new representative; it was encouraging the next meeting is expected at the beginning of the budget planning season to see if there is alignment to work together.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: had a good meeting with the new representative another attempt will be made to partner with MITACS pending an appropriate project.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		<p>100%</p> <p>100 / 100%</p>

DEVELOPMENT PLAN

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Development Officer	General Capital Projects (DEV) Projects	Budget - Improve Public Infrastructure in higher Density Zones (Tactical Plan)			0% 0 / \$35k
Development Officer	Plan Register (DEV) Integrated Planning Register	Municipal Plan			100% 1 / 1 Review(s)
Development Officer	Plan Register (DEV) Integrated Planning Register	Zoning Bylaw			100% 1 / 1 Review(s)
Development Officer	(DEV) Projects	Land Acquisition - Apple Hill Road	<p>Key Accomplishments: Letters resent to property owners (dated June 21, 2023,) by request of Council</p> <p>Challenges: No response from property owners</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: No property owners have provided signed agreements to proceed following letters sent September 2, 2022</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Updated Council via CAO April 6, 2023</p> <p>Key Accomplishments: Letters prepared by Dillon Consulting Ltd have been sent TODAY to residents to sign an Agreement to proceed with survey work and registration documents.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		33% 33 / 100%
Development Officer	(DEV) Projects	Land Acquisition - Broad Street	<p>Key Accomplishments: letter sent to property owner dated Oct 13, 2022</p> <p>Challenges: no approval to proceed</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: No property owners have provided signed agreements to proceed following letters sent October 13, 2022</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Development Officer	Infrastructure and Climate Adaption (DEV) Council Meeting Resolutions Resolutions Report to Council	Residential Pump Easement	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> all the steps have been completed except registration <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Files transferred from Gorman Nason the Cox & Palmer</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> delay is due to file transfer process between legal firms <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> the Town changed solicitors resulting in a backlog of processing legal items <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Survey Plan completed December 9, 2022Easement Documents currently with Solicitor</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		<p>92%</p> <p>92 / 100</p>
Development Officer	(DEV) BAU Services	Building Permits 2023			<p>101%</p> <p>48 / 0 Permit(s)</p>
Development Officer	Planning, Development, & Control (DEV) Policies & Procedures (CAO) Policies & Procedures	Subdivision By-law	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> council approved the By-law in October <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> this is being brought before Council along with the Municipal Plan and Zoning By-law 		<p>100%</p> <p>1 / 1 Review(s)</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Development Officer	Planning, Development, & Control (DEV) Policies & Procedures	Zoning and Municipal Plan By-law Changes			100% 1 / 1 Review(s)
Development Officer	(DEV) Council Meeting Resolutions Resolutions	Planning Advisory Committee Recommendation	<p>Key Accomplishments: new Committee member (Darrel Short) appointed May 8, 2023</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100
Development Officer	Planning, Development, & Control (DEV) Policies & Procedures (CAO) Policies & Procedures	By-law Enforcement Policy E003			0% 0 / 1 Review(s)
Development Officer	2023 and Beyond Expiration (DEV) Contracts & Agreements	Animal Shelter Services	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the contract with the SPCA is still in place <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		13% 0.13 / 1 Review(s)

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Development Officer	(DEV) Projects General Capital Projects	Land Acquisition - South Street	<p>Key Accomplishments: letters sent dated January 24, 2023 Dillon has followed up with individuals having questions</p> <p>Challenges: no property owners have agreed to proceed</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Meeting between staff and Dillon Consultants 05/19/2023 Dillon has met with all residents that have raised concerns as a result of letters sent dated January 24, 2023</p> <p>Challenges: No property owners have provided signed agreements to proceed. One property owner has confirmed that they will NOT accept the loss of their property.</p> <p>Next Steps: Notes will be finalized on the file and the proposed plan will be kept until further notice.</p> <p>Key Accomplishments: Preliminary Design completed with letters sent to owners on January 24, 2023</p> <p>Challenges: Individual owners requesting meetings with Engineers on site</p> <p>Next Steps: signed agreements to proceed have not been recieved</p> <p>Key Accomplishments: Draft Agreements are being created by Dillon for acceptance by the property owners</p> <p>Challenges: Agreements to be sent by letter issued by the Town in July/August</p> <p>Next Steps: ROW will be marked out on site with formal discussion/ conclusion by September Council assent of Plans vesting Public ROW and registration by December</p> <p>Key Accomplishments:</p> <p>Challenges: Final review of Engineering Plans remain to be reviewed by property owners for approval to proceeding with land acquisition</p> <p>Next Steps: <i>No value</i></p>		<p>100%</p> <p>100 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Development Officer	(DEV) Projects General Capital Projects	↳ Budget - Land Acquisition - South Street	<p>Key Accomplishments: design review completed by Dillon Consulting Letters sent to property dated January 25, 2023</p> <p>Dillon followed up with individuals that requested to meet personally</p> <p>Challenges: No property owners have confirmed agreement to proceed</p> <p>Next Steps: <i>No value</i></p>		100% 5k / \$5k
Development Officer	(DEV) Projects General Capital Projects	Land Acquisition - Smith Lane	<p>Key Accomplishments: Meeting between staff and Dillon Consultants 05/19/2023 Dillon has met with all residents that have raised concerns as a result of letters sent dated January 24, 2023</p> <p>Challenges: No property owners have provided signed agreements to proceed. One property owner has confirmed that they will NOT accept the loss of their property.</p> <p>Next Steps: Notes will be finalized on the file and the proposed plan will be kept until further notice.</p> <p>Key Accomplishments: preliminary design prepared by Dillon Consulting Ltd. letters sent to property owners JAnuary25, 2023</p> <p>Challenges: requests for meetings with engineers on site ongoing</p> <p>Next Steps: awaiting signed Agreements from property owners</p> <p>Key Accomplishments: Draft Agreements are being created by Dillon for acceptance by the property owners</p> <p>Challenges: Agreements to be sent by letter issued by the Town in July/August</p> <p>Next Steps: ROW will be marked out on site with formal discussion/ conclusion by September Council assent of Plans vesting Public ROW and registration by December</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: Final review of Engineering Plans remain to be reviewed by property owners for approval to proceeding with land acquisition</p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Development Officer	(DEV) Projects General Capital Projects	↳ Budget - Land Acquisition - Smith Lane	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> • letters have been sent <p>Challenges:</p> <ul style="list-style-type: none"> • awaiting landowners' responses <p>Next Steps: <i>No value</i></p>		78% 3.9k / \$5k
Development Officer	(DEV) Council Meeting Resolutions Report to Council Resolutions	GB-W Incentive Grant Program	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> • a review has been completed and new incentive program developed <p>Challenges:</p> <ul style="list-style-type: none"> • final reading has to wait pending results of HAF application <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <p>Challenges:</p> <ul style="list-style-type: none"> • this is being deferred due to the Housing Accelerator Fund application <p>Next Steps:</p> <ul style="list-style-type: none"> • this is being reviewed in light of the Housing Needs Assessment and Housing Action Plan <p>Key Accomplishments: drafts reviewed with CAO and CFO pending decisions to proceed</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: initial changes proposed with CFO provided to CAO for comment Feb 1, 2023</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Budget 2023 direction to review Incentive Program to remove grants to properties fronting Col. Nase Blvd. and potentially phase out most of the Grants</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Bring forward to January 2023</p>		66% 66 / 100
Development Officer	(DEV) Infrastructure and Climate Adaption Infrastructure and Climate Adaption	Develop a transition plan to hybrid or electric fleet vehicles	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> • the purchased plan is part of the capital plan <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Development Officer	(DEV) Infrastructure and Climate Adaption Infrastructure and Climate Adaption	Achieve Climate Change Action Plan Targets through Transition to solar power production at sewage lagoon	<p>Key Accomplishments: Contract with Smart Energy issued, with clearing of site completed in the last week of June 2022.</p> <p>Challenges: Reduced scale of the project will provide a 70 kWh system with Net metering through NB Power. Projected to meet Greenhouse Gas reduction target of 27.802 eCO2(t) at this site.</p> <p>Next Steps: Support framing due on site week of August 1, with installation of Panels by mid September 2022.</p> <p>Key Accomplishments: Request for Proposals have been received and reviewed by Dillon Consulting Ltd as of April 25, 2022</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Bring forward for Council Award on May 9th, 2022</p>		100% 100 / 100%
Development Officer	(DEV) Infrastructure and Climate Adaption Infrastructure and Climate Adaption	Ensure all retrofits, renovations and new construction follow master plan and employ maximum energy efficiency as fiscally viable to achieve NET ZERO green house gas production			0% 0 / 100%
Development Officer	(DEV) Community Vitality Community Vitality	Physician recruitment	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> the Town will be revisiting how best to achieve this <p>Next Steps: <i>No value</i></p>		19% 19 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Works Commissioner	(WORKS) Projects (DEV) Projects General Capital Projects	Lakeview Rd (Woolastook Dr) Easement (Land Study)	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> letters have been sent to relevant property owners <p>Challenges:</p> <ul style="list-style-type: none"> awaiting property owners' responses <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: No property owners have provided signed agreements to proceed. following letters of January 24, 2023</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: August 29th, 2022 email: Hi David and Bruce</p> <p>Find attached the updated versions of Lakeview ROW documents. We have assumed the cover letters will go on Town Letterhead, so we have provided a draft package in PDF format as well as the text file for the cover letter so you you can make modifications and replace the front cover letter as needed.</p> <p>Doug Hartford</p> <p>David Taylor preparing letters and draft agreements to forward to the affected landowners which includes a plan which was included in Doug's email.</p> <p>Challenges: Will be to get all the landowners to agree in time to allow the formal documentation to be prepared and file before our 2023 Capital Budget discussions.</p> <p>Next Steps: Wait for landowners to contact the Town to discuss and review the agreement.</p> <p>Key Accomplishments: Waiting on documentation to present to residents regarding land the Town needs to acquire before capital work can be approved.</p> <p>Challenges: Waiting on Dillion Consulting.</p> <p>Next Steps: Take draft documentation to the resident.</p> <p>Key Accomplishments: Ryan Briggs with Dillon Consulting emailed the first sketch plan for possible right-of-way location on Lakeview. First draft, Ryan going back revise the plan.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Review next draft against likelihood of success with the residents.</p>	<p>Submit project to Capital for Funding <input type="checkbox"/></p> <p>Report to Council to accept Roadway <input type="checkbox"/></p> <p>Letter to Property Owners <input checked="" type="checkbox"/></p>	<p>33%</p> <p>33.33 / 100%</p>

WORKS PLAN

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Works Commissioner	(WORKS) Council Meeting Resolutions General Capital Projects Report to Council Resolutions	RRFB Flashing Lights - Ferry Rd & Nerepis	<p>Key Accomplishments: A purchase Order has been issued to benesch, a consulting firm specializing in rail issues end of July 2023 to prepare and application to Transport Canada for funding to do the actual intersection / rail / crosswalk study at Ferry Road.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Application will be submitted to Council for approval before submitting to Transport Canada, expect by mid-September.</p> <p>Key Accomplishments: Bruce met with DTI, NB Southern and Transport Canada on site June 21, 2023. Later contacted and engineering firm to create a proposal to doing the intersection design for a crosswalk at the intersection.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Proposal to be received by July19th, 2023. Then to Council for funding approval.</p> <p>Key Accomplishments: March 16, 2023 the Works Commissioner and CFO held a Teams meeting with Robb Francis with DTI regarding the process for receiving funding to realign the intersection to allow a crosswalk. The steps going forward are for the Town to create and RFP for the intersection review and to design the intersection to meet Transport Canada requirements. Discussions with DTI has them possibility paying 100% of the RFP proposal to complete the review and design. Then submit application to Transport Canada who funds 80% highway improvements and 50% of the rail line improvements. The key timeline is the submission to Transport Canada needs to be by March 31. Approvals are usually received in August with construction happening afterwards.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Robb will arrange a meeting on site in April with DTI, NB Southern and Transport Canada. After which the Town will create an RFP for the intersection review.</p> <p>Key Accomplishments: Initial discussion have begun with DTI, consultants and Works Commissioner.</p> <p>Challenges: Still working on funding stream.</p> <p>Next Steps: Arrange a meeting with DTI to get additional information.</p>	<p>Submit Intersection design to Transport Canada for approval <input type="checkbox"/></p> <p>Submit received RFP's to DTI for approval <input type="checkbox"/></p> <p>Report to Council to award RFP <input type="checkbox"/></p> <p>RFP review by DTI <input type="checkbox"/></p> <p>Prepare Report for Council regarding the RFP <input type="checkbox"/></p> <p>Create RFP for Ferry Road Intersection Review <input checked="" type="checkbox"/></p> <p>Site Meeting <input checked="" type="checkbox"/></p>	<p>29%</p> <p>2 / 7 Unit(s)</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Works Commissioner	(WORKS) BAU Services	Street Condition Report Annual Spreadsheet Update 2023	<p>Key Accomplishments: Updated Street Condition report received from Dillon end of August and provided to Broc for posting on our web page.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Communications Manager published the 2022 Street Condition Report on the Town's website.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Bruce followed up with Ryan Briggs with Dillon by email regarding the status of the street condition report being updated to reflect the construction pricing in 2023. Construction pricing has risen since covid and supply chain issues.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Spoke with Ryan at Dillon Consulting. Due to the pricing of asphalt the full Street Condition report will be updated to include new cost estimates to reflect today's market.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: An email was sent to Doug Hartford March 30, 2023 asking for completion to be by the end of April or earlier.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Upon receipt of updated document Broc can post online.</p> <p>Key Accomplishments: Update Street Condition Report to end of 2022. Project assigned to Dillon Consulting on March 15, 2023. PO# 02154</p> <p>Challenges: The Street Condition report was to be updated in 2023 by field inspections. The funding for the update was removed from the 2023 Budget.</p> <p>Next Steps: <i>No value</i></p>	<p>Post Updated Street Condition Report on webpage <input checked="" type="checkbox"/></p> <p>Update Street Condition Report <input checked="" type="checkbox"/></p>	<p>100% 2 / 2 Update(s)</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Works Commissioner	(WORKS) BAU Services	Storm Manhole Inspections 2023	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> there were insufficient resources to inspect the storm manholes. The priority was wastewater. <p>more resources have been allocated in 2024 to complete all inspections.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		<p>0%</p> <p>0 / 70</p> <p>Inspection(s)</p>
Works Commissioner	(WORKS) BAU Services	Annual Reoccurring Event Tasks 2023		<ul style="list-style-type: none"> International Women's Day <input checked="" type="checkbox"/> World Thinking Day <input checked="" type="checkbox"/> November 11 Remembrance Day Lower Flags <input checked="" type="checkbox"/> April 28 Day of Mourning for Workers <input checked="" type="checkbox"/> September 29 Police & Peace Off. Nat. Memorial Day <input checked="" type="checkbox"/> September 30 Truth & Reconciliation <input checked="" type="checkbox"/> April 24-30 National Organ & Tissue Donation <input checked="" type="checkbox"/> November 1st Tuesday Crohn's and Colitis Awareness Month <input checked="" type="checkbox"/> March 21 Down Syndrome Day <input checked="" type="checkbox"/> September 13 Fire Fighters National Memorial Day <input checked="" type="checkbox"/> December 6 Violence Against Woman <input checked="" type="checkbox"/> May 12 National Fibromyalgia Awareness <input checked="" type="checkbox"/> October 3rd week Dyslexia Awareness Week <input checked="" type="checkbox"/> May 16-22 Alzheimer's / Dementia Awareness <input checked="" type="checkbox"/> 	<p>100%</p> <p>100 / 100</p>
Works Commissioner	(WORKS) BAU Services	Storm Sewer main Inspections 2023	<p>Key Accomplishments: New operation created in 2023 for storm line inspections was started late in August with the student(s) and did not leave enough time for training and actual storm line inspections. 2024 should see the goal met easily.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		<p>0%</p> <p>0 / 2.4k Metre(s)</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Works Commissioner	(WORKS) BAU Services	Sanitary Sewer main Inspections 2023	<p>Key Accomplishments: In August we were able to complete the entire video inspection goal for 2023. The video inspection revealed no major issues, only a few minor issues which will be cleared up with follow up flushing of the sewer main in September.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: To flush the suspect sewer mains located during the annual video inspection completed in August 2023.</p>		<p>105% 10.52k / 10k Metre(s)</p>
Works Commissioner	(WORKS) BAU Services	Sanitary Manhole Inspections 2023	<p>Key Accomplishments: Winter snow training delayed operator in achieving the required number of manhole inspections.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: In the middle of August the summer engineering student was available and assisted the Utility Operator in completing a number of manhole inspections. A new system was used in that a GoPro unit was used to video the manhole structure to provide a better visual inspection record.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Advise the Utility Operator there are 7 manholes to be inspected before end of October.</p>		<p>89% 40 / 45 Inspection(s)</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Works Commissioner	2021 Expiration (WORKS) Contracts & Agreements	Street Sweeping Services 2023	<p>Key Accomplishments: Street sweepers were in the week of May 1st to 5th and completed sweeping the roadways on their list to sweep.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Council awarded the final year for tender renewal to Phillip Bros. Excavating for 2023 for the budget amount. However with their price increase of 30% the entire Town cannot be swept by them. The Works Department will sweep street not swept by Phillip Bros.</p> <p>Challenges: This is something new for the Works Department. 48" pickup sweeper attachment has been ordered for the trackless, hopefully it will arrive before we begin sweeping. If not the work can be done with our open air broom, may be a little more dusty at times and slower.</p> <p>Next Steps: Update the list of streets for Phillip Bro. leaving the streets to be swept by the Works Department. Wait for warmer temperatures as the sand is still frozen to the streets and not easily swept up.</p>		100% 1 / 1 Review(s)
Works Commissioner	Expiration Prior to 2021 (WORKS) Contracts & Agreements	Pavement Markings 2023	<p>Key Accomplishments: Pavement marking applied in July 2023. Work is complete</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Spoke with contractor, they would prefer to bid in the spring to get a more confirmed price on the supply of paint. Option are to go to tender or do just award to current supplier. Will discuss with James in January 2024.</p> <p>Key Accomplishments: Council renewed pavement markings with Four Season Sports for 2023 at the March 27, 2023 Council meeting. Purchase Order 02175 issued and email sent to Ryan Burns March 29, 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Pavement marking to be applied in June when temperatures are warm enough.</p>		100% 1 / 1 Review(s)

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Works Commissioner	(WORKS) Contracts & Agreements Expiration Prior to 2021	Asphalt Patching Tender 2023	<p>Key Accomplishments: Asphalt patching on Route 177 completed on Thursday August 10th, 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Do to pricing variances on asphalt binder the 3 year renewal process has concluded. Plus the last winner of the tender was Classic and they are having issues. Going forward there will be a one tender invite in May to mill/pave X number of square meters for a price. Dillon is preparing a tender template we can use yearly going forward.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Title changed to Asphalt Patching Tender.</p> <p>Key Accomplishments: Asphalt tender by invitation to be awarded by Council for work on River Valley Drive and Nerepis Road in May.</p> <p>Challenges: Need tender to close to installation to reduce risk for contractor on binder pricing.</p> <p>Next Steps: Review tender submission and prepare report for Council.</p>	<p>Tender Award <input checked="" type="checkbox"/></p> <p>Tender Closing at 11:00 am <input checked="" type="checkbox"/></p> <p>Mandatory site meeting <input checked="" type="checkbox"/></p> <p>Tender invite <input checked="" type="checkbox"/></p>	<p>100%</p> <p>4 / 4 Review(s)</p>
Works Commissioner	(WORKS) Regulatory and Compliance	Winter Salt Reporting to Environment Canada 2023	<p>Key Accomplishments: Report submitted June 5, 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		<p>100%</p> <p>1 / 1 Report(s)</p>
Works Commissioner	(WORKS) Council Meeting Resolutions Resolutions	Intersection Review: Park Avenue and Leila Street			<p>100%</p> <p>100 / 100</p>
Works Commissioner	(WORKS) Projects General Capital Projects	Snow removal equipment	<p>Key Accomplishments: Vehicle purchases were actually finalized mid June 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: All the AVL equipment and buildings were purchased in May 2023. Total cost of @James Barrington</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		<p>100%</p> <p>100 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Works Commissioner	(WORKS) Projects General Capital Projects	Purchase New Trackless	<p>Key Accomplishments: New MT7 Trackless purchased in May 2023, \$166,670. Note the budget estimate also included various attachments getting to the \$300,000 budget.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%
Works Commissioner	(WORKS) Projects General Capital Projects	Mowing equipment	<p>Key Accomplishments: New lawn mowing equipment purchased in May 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%
Works Commissioner	(WORKS) Projects General Capital Projects	Prosser Court	<p>Key Accomplishments: Asphalt resurfacing under Capital 2023 was completed end of July with final finish work (shouldering) completed early August.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%
Works Commissioner	(WORKS) Projects General Capital Projects	LaCroix Drive (Rte 102 to Windsor)	<p>Key Accomplishments: Resurfacing was completed in July with final shoulder completed early August. Project complete.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%
Works Commissioner	(WORKS) Projects General Capital Projects	Engineering & Design 2023	<p>Key Accomplishments: Tender award happened May 8th, meaning the project is now moving to the administrative mode for Dillon Consulting. Engineering and Design phase is complete.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%
Works Commissioner	(WORKS) Projects General Capital Projects	Designated Hwy 2023 - Concrete curb & gutter			100% 100 / 100%
Works Commissioner	General Capital Projects (WORKS) Projects	↳ Concrete Curb & Gutter & Storm Sewer - Jordan to Hillandale	<p>Key Accomplishments: Work has been completed, November 14th, 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Tender closed September 12, 2023 with one bid received from Galbraith Construction.</p> <p>Challenges: <i>No value</i></p>		100% 100 / 100%

Owner	Strategic Priority	Monthly Update	Task	Current Compl...
		<p>Next Steps: Review the tender submission and prepare a report for Council for meeting September 25th, 2023 to accept the tender submission.</p> <p>Key Accomplishments: Funding approval from Raymond for 2023 to use money budgeted for another project to be used to complete the 2022 project which did not have enough funding to complete in its entirety.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Dillon to prepare a scope of work and prepare tender.</p> <p>Key Accomplishments: DTI and Town funding did not cover the full cost to install concrete curb on the east side of Route 177 between Jordan Lane and Hillandale Drive and only funded 54% of the project. The plan is for funding received in 2023 from DTI will fund the completion of the project to Hillandale Drive.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Council motion September 12th, 2022:</p> <ol style="list-style-type: none"> 1. DTI Contract Award <p>That the Council of the Town of Grand Bay-Westfield award the construction contract to Galbraith Construction as low bidder with a reduced scope of work to meet the original budget of \$180,000 (which includes engineering and contract administration by Dillon Consulting).</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Contract award is complete. next steps are to execute the contract and being the work. Work is to be completed by end of October.</p> <p>Key Accomplishments: Email reply from Doug Hartford August 10th, 2022. Designated Highway is about 90% complete. Anticipate tendering within 2 weeks to award at first September council meeting, hoping to develop interest and bring the cost down. Ryan is going over the costs, as the market pricing is quite different than when the estimates were developed so the funding from DTI will not likely be enough to complete the full extent of the work. Ryan should have that for your review next week so we can discuss how to proceed. There may be some savings on the capital work to offset this overage and we will look at that as well.</p>		

Owner	Strategic Priority	Monthly Update	Task	Current Compl...
		<p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: File update as the project will be a while in the system. Letter from the Department of Transportation & Infrastructure (DTI) dated March 24, 2022.</p> <p>March 24, 2022 Her Worship Brittany Merrifield Mayor of Grand Bay-Westfield P.O. Box 3001 609 River Valley Drive Grand Bay-Westfield NB E5K4V3 </p> <p>Dear Mayor Merrifield: The Department of Transportation and Infrastructure recently published the Road Ahead Plan which outlines how the department plans to build, repair and maintain our province's highways and bridges over the next three years. This new initiative will enable your municipality to better plan, coordinate and execute capital improvements to your infrastructure on provincially designated highways for the period of 2022 to 2024. I am pleased to advise you that under our 2022 program for improvements to provincially designated highways in municipalities, my department is prepared to partner with your town on the following project estimated at \$180,000 plus non-recoverable HST. Route 177 (River Valley Drive), Jordan Lane to Hilldale Road, storm sewer and curb & gutter, a distance of approximately 0.5 km. The department is prepared to contribute up to a maximum of \$146,000 plus non-recoverable HST for eligible items on this project and the municipal contribution for eligible items is \$34,000 (19.1%). I am also pleased to advise you that under the same program for 2023, my department is prepared to partner with your town on the following project estimated at \$185,000 plus nonrecoverable HST. Route 177 (River Valley Drive), Hammond Road to Ballentine Place, storm sewer and curb & gutter, a distance of approximately 0.4 km. The department is prepared to contribute up to a maximum of \$150,000 plus non-recoverable HST for eligible items on this project and the municipal contribution for eligible items is \$35,000 (19.1%).</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...	
Works Commissioner	Expiration Prior to 2021 (WORKS) Contracts & Agreements	Pavement Markings 2024				0% 0 / 1 Review(s)
Works Commissioner	2023 and Beyond Expiration (WORKS) Contracts & Agreements	2020 Nissan Rogue Lease				0% 0 / 1 Completion(s)
Works Commissioner	2023 and Beyond Expiration (WORKS) Contracts & Agreements	Regular Unleaded Gasoline and Diesel	<p>Key Accomplishments: Fleet cards issued the week of November 6th for all vehicles. Project task completed.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Note, will discuss with @James Barrington on how best to precede with respect to requesting a new tender for the supply of fuel.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Investigate Fuel Cards for vehicles <input checked="" type="checkbox"/>		100% 1 / 1 Review(s)
Works Commissioner	Plan Register (WORKS) Integrated Planning Register	Transportation Plan	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Discuss with @John Enns-Wind the goal of this task.</p>			0% 0 / 1 Review(s)

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Works Commissioner	(REC) Smart Growth (WORKS) Smart Growth Smart Growth	Continue beautification of the town	<p>Key Accomplishments: End of July, Shades of Green cleaned around the southern Welcome sign located off of Route 7. Weeded, trim, whip grass, add landscape fabric, mulch and planted perennial day lilies. WR# 35054</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: The Grand Bay-Westfield local schools planted their marigolds on Thursday, June 9 and Friday, June 10.</p> <p>Thursday, June 9, 2022 Westfield School Planting Location: Westfield School, 147 Nerepis Road</p> <p>Friday, June 10, 2022 Grand Bay Primary School Planting Location: 609 River Valley Drive (across the street from the Town Office/Community Centrum)</p> <p>Barricades will be in place near the areas where students will be planting, to warn motorists to drive with caution.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: The Communications Officer, Broc Belding published the "Marigolds to be Planted by local schools" notice on the Towns website on June 8, 2022 @ 2:00 p.m and shared on social media and the Town Digital sign.</p> <p>Key Accomplishments: Flower beds tilled for the school children to plant marigolds in early June. Grass cutting has begun for the summer season.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: The Communications Officer posted the Public Notice on the Towns website and social media encouraging local not-for-profit groups to apply. Local community based not-for-profit organizations are eligible to be paid a donation of \$200 per kilometer for cleaning both sides of roadsides and ditches with priority given to River Valley Drive, Nerepis Road, Inglewood Drive, Woolastook Drive and Colonel Nase Boulevard.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: The Application Deadline is Thursday, April 14, 2022.</p>	<p>Trim grass along road shoulder end of August <input checked="" type="checkbox"/></p> <p>Trim grass road shoulder June <input checked="" type="checkbox"/></p>	<p>100% 100 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...	
Works Commissioner	(WORKS) Smart Growth Smart Growth	Identify grants to expand waste water system			0% 0 / 100%	
Works Commissioner	(WORKS) Smart Growth Smart Growth	Identify grants to develop public water distribution system			0% 0 / 100%	
Works Commissioner	(WORKS) Smart Growth Smart Growth	Improve and enhance public infrastructure zoned for higher density			0% 0 / 100%	
Works Commissioner	(WORKS) Organizational Capacity Organizational Capacity	Prepare reports for council for capital funding requests to match strategic plan	<p>Key Accomplishments: Request budget amount from @James Barrington planned to be available in 2024. Will plan capital street improvements to match the budget amount.</p> <p>Challenges: No value</p> <p>Next Steps: No value</p> <p>Key Accomplishments: 2023 tentative Capital list presented to Council the July 11th, 2022 for approval.</p> <p>Challenges: No value</p> <p>Next Steps: Tentative list provided to Dillon Consulting to prepare 2023 budget figures and design for the 2023 Budget.</p>		100% 100 / 100%	
Works Commissioner	(WORKS) Infrastructure and Climate Adaption Infrastructure and Climate Adaption	Annual ground water studies and field measurements	<p>Key Accomplishments: No value</p> <p>Challenges: No value</p> <p>Next Steps: Discuss with @James Barrington whether funding will be available in 2024 or 2025 to continue this project research.</p> <p>Key Accomplishments: No funding available in 2023, project moved forward for Capital budget discussion with @James Barrington</p> <p>Challenges: No value</p> <p>Next Steps: Review with James to determine if funding will be available in 2024.</p> <p>Key Accomplishments: Project put on hold for the remainder of 2022. Property Owner on Col. Nase Blvd. has been contacted by email to let her know the project has been stopped for 2022 and will be brought forward during the 2023 Budget discussions for consideration.</p> <p>Challenges: Funding</p> <p>Next Steps: Bring project forward to the 2023 Budget session for consideration to do in 2023.</p> <p>Key Accomplishments: August 9th, 2022 spoke with Heather Gates regarding the draft agreement. Heather advised there have been some changes and she will get to me.</p>	2024 Pre-Budget Capital discussion	<input checked="" type="checkbox"/>	10% 10 / 100%

Owner	Strategic Priority	Monthly Update	Task	Current Compl...
		<p>Challenges: <i>No value</i></p> <p>Next Steps: Follow up in 2 weeks, August 24th, 2022.</p> <p>Key Accomplishments: Letter and agreement sent to the property owner on April 28, 2022 requesting permission to drill 2 test wells on their property.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Wait for a response and follow up in 2 weeks.</p> <p>Key Accomplishments: Purchase Order No. 1006-2022 issued to Dillon Consulting to determine sites for test wells. On February 17, 2022 approval was given to Doug Hartford with Dillon Consulting to do the double the test wells as the funding from 2021 was not spent in 2021 and is being carried forward to combine with funding from 2022 Capital Budget. Project also linked to Works Department internal system under WO# 33149.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: When locations for the test wells to be drilled are recommended by Dillon Consulting, the Town will contact the property owner(s) and ask for their written permission to drill a test well on their property.</p>		

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Works Commissioner	(WORKS) Projects General Capital Projects	Broad Street Asphalt Resurfacing	<p>Key Accomplishments: Awaiting approval of land purchase from private land owner after which a request for capital funding can be made.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Waiting on draft agreement from Dillon Consulting which will be submitted to the Property Owner for execution to allow the land(portion) to be converted to 'Public Street'.</p> <p>Challenges: Time delay which could impact projects for 2023.</p> <p>Next Steps: Upon receipt of the draft agreement meet with the resident.</p> <p>Key Accomplishments: May 26, 2022, still waiting for plan from Dillon to begin discussions with the property owner regarding the donation of land to the Town which will be added to the existing road width to make the width of what is currently accepted by residents as being the road.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Tender awarded at the March 28th, 2022 council meeting to Galbraith Construction Ltd. The Scope of Work has been modified to reflect the road encroachment on private property located during the engineering design phase. The portion of road improvements on private lands has been eliminated until the encroachment has been straightened out.</p> <p>Challenges: The encroachment was late in being located which could delay total roadway reconstruction over 2 years.</p> <p>Next Steps: Dillon Consulting is preparing document / plan to allow the Town to begin discussing the land issue with the homeowner in hopes they will be in agreement with transferring the encroached area over the Town as public street. After the land encroachment is concluded, the remaining portion of Broad Street can be added to the Capital Street Improvement list for consideration.</p>	<p>Broad Street Capital Phase 2 <input type="checkbox"/></p> <p>Submit Report to Council for Approval <input type="checkbox"/></p> <p>Meet with Property Owner regarding land transfer <input type="checkbox"/></p> <p>Draft Property Agreement & Sketch <input checked="" type="checkbox"/></p> <p>Broad Street Phase 1 of development <input checked="" type="checkbox"/></p>	<p>40% 40 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Works Commissioner	(WORKS) Projects (DEV) Projects General Capital Projects	Lakeview Rd (Woolastook Dr) Easement (Land Study)	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> letters have been sent to relevant property owners <p>Challenges:</p> <ul style="list-style-type: none"> awaiting property owners' responses <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: No property owners have provided signed agreements to proceed. following letters of January 24, 2023</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: August 29th, 2022 email: Hi David and Bruce</p> <p>Find attached the updated versions of Lakeview ROW documents. We have assumed the cover letters will go on Town Letterhead, so we have provided a draft package in PDF format as well as the text file for the cover letter so you you can make modifications and replace the front cover letter as needed.</p> <p>Doug Hartford</p> <p>David Taylor preparing letters and draft agreements to forward to the affected landowners which includes a plan which was included in Doug's email.</p> <p>Challenges: Will be to get all the landowners to agree in time to allow the formal documentation to be prepared and file before our 2023 Capital Budget discussions.</p> <p>Next Steps: Wait for landowners to contact the Town to discuss and review the agreement.</p> <p>Key Accomplishments: Waiting on documentation to present to residents regarding land the Town needs to acquire before capital work can be approved.</p> <p>Challenges: Waiting on Dillion Consulting.</p> <p>Next Steps: Take draft documentation to the resident.</p> <p>Key Accomplishments: Ryan Briggs with Dillon Consulting emailed the first sketch plan for possible right-of-way location on Lakeview. First draft, Ryan going back revise the plan.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Review next draft against likelihood of success with the residents.</p>	<p>Submit project to Capital for Funding <input type="checkbox"/></p> <p>Report to Council to accept Roadway Letter to Property Owners <input type="checkbox"/></p> <p>Letter to Property Owners <input checked="" type="checkbox"/></p>	<p>33%</p> <p>33.33 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Works Commissioner	(WORKS) Projects General Capital Projects	Geotechnical Investigation for new Works Garage	<p>Key Accomplishments: No work has happened regarding this project. Waiting for report on water study condition. No funding available in 2023, move to 2024 Capital Budget for discussion. @James Barrington</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		<p>0%</p> <p>0 / 100%</p>

RECREATION PLAN

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Director	Ongoing Contracts / Agreements (REC) Contracts & Agreements	Alarm System Monitoring - Security	<p>Key Accomplishments: The annual inspection & testing of the Fire Alarm system at the Centrum was completed on April 12/23.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: The next annual inspection & testing of the Fire Alarm system at the Centrum will be scheduled for April 2024.</p>		100% 1 / 1 Review(s)
Recreation Director	2022 Expiration (REC) Contracts & Agreements	Janitorial Services Contract	<p>Key Accomplishments: The Janitorial Services included four years from January 1, 2019 to December 31, 2022, with an option to renew for two more years at the current rate. First Class Cleaners renewed at the current rate for 2 more years.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: This will be reviewed in budget discussions in 2024 as it will be due to expire in December 31, 2024.</p>		100% 1 / 1 Review(s)
Recreation Director	2021 Expiration (REC) Contracts & Agreements	Heating & Ventilation Services - Centrum	<p>Key Accomplishments: Controls & Equipment has continued to offer the HVAC Preventive Maintenance Services in 2023 at the same cost as 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next review and update at the end of November 2024.</p>		100% 1 / 1 Review(s)
Recreation Director	(REC) Contracts & Agreements Expiration Prior to 2021	Parks and Recreation Ball Field Services	<p>Key Accomplishments: Squeaky Kleen completed Ballfield Services on Sept 22/23 for the season.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Squeaky Kleen wished to renew Ballfield Services for another 6 month period of May - October 2024.</p>		100% 1 / 1 Review(s)
Recreation Director	(REC) Contracts & Agreements 2023 and Beyond Expiration	Fire Alarm Inspection and Maintenance Centrum/Fire Station No. 1	<p>Key Accomplishments: Quality Sound Alarm successfully performed the annual inspection and testing of the Fire Alarm Systems at the Centrum/Fire Station #1 on April 12/23.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: The next annual inspection and testing of the Fire Alarm Systems at the Centrum/Fire Station #1 is due April 2024.</p>		100% 1 / 1 Review(s)

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Director	(REC) Fees and Charges Westfield Books	A History Told by Residents	<p>Key Accomplishments: The fee is still \$15 for the Westfield Book "A History Told by Residents".</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: There are still copies available at the Town Office for sale.</p>		<p>100% 1 / 1 Review(s)</p>
Recreation Program Coordinator	Plan Register (REC) Integrated Planning Register	Parks & Recreation Master Plan			<p>0% 0 / 1 Review(s)</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Program Coordinator	(REC) Community Vitality Community Vitality Plan Register (REC) Integrated Planning Register	↳ Create meaningful opportunities to engage youth to identify barriers, experienced challenges and demands for recreation experiences	<p>Key Accomplishments: Early work has been done with regards to a youth council for high school aged residents in Grand Bay - Westfield. The budget has been built into the 2024 spending and a TOR drafted for CAO review. The boys and girls club has started a youth council that will go active in the new year for middle school aged youth. We will help support that youth council but specifics have yet to be determined.</p> <p>Recreation survey to the schools in the region was conducted and is being used to help guide decisions on recreation assets.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: School survey for all elementary and middle school residents was undertaken, with results supporting the master plan's overall direction. All schools are on board with a potential intergenerational program to start in the fall.</p> <p>Further exploration of recreational infrastructure is taking place around a pump track or other space.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Recruitment of seniors for intergenerational programming. Infrastructure review as part of the budget process.</p> <p>Key Accomplishments: New youth programs developed in partnership with local providers in the gaming and science areas of interest, an underserved group in recreation.</p> <p>Challenges: Developing direct programming is time consuming and partners are limited in their ability to provide non-traditional programming.</p> <p>Next Steps: A spring break pilot program camp in partnership with a provider will be tested with an eye towards further program development.</p> <p>Key Accomplishments: The 4 school principals have been contacted and work will be done to determine the best method for getting feedback on recreation in the area.</p> <p>Challenges: The access to school aged children could be difficult without involving parents. Access to the high school students in the region is a more difficult prospect with them spread out between a handful of schools.</p> <p>Next Steps: <i>No value</i></p>		40% 40 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Program Coordinator	(REC) Projects General Capital Projects	Recreation Infrastructure - Pump Track (CANCELLED)	<p>Key Accomplishments: Project cancelled due to lack of funding</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	<ul style="list-style-type: none"> Project Review (budget included) <input checked="" type="checkbox"/> Construction Complete <input checked="" type="checkbox"/> Construction Start <input checked="" type="checkbox"/> Confirm Construction Timeline <input checked="" type="checkbox"/> RFP Review and Contractor Selection <input checked="" type="checkbox"/> RFP Submission <input checked="" type="checkbox"/> Funding Confirmation <input checked="" type="checkbox"/> Site Plan <input checked="" type="checkbox"/> Site Overview <input checked="" type="checkbox"/> Budget Development <input checked="" type="checkbox"/> 	100% 100 / 100%
Recreation Director	Ball Fields (REC) Fees and Charges	Ball Field Fees	<p>Key Accomplishments: All Adult and Youth leagues/teams have paid their 2023 Ball Field Fees and finished for the season.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next review will be in October 2024.</p>	<ul style="list-style-type: none"> Ball Field Dragging & Lining - Adult <input type="checkbox"/> Ball Field Dragging & Lining - Youth <input type="checkbox"/> 1. Ball Field Lighting Power Cost (Adult Users) <input type="checkbox"/> 	100% 1 / 1 Review(s)
Placeholder	(REC) Regulatory and Compliance	Test goal for excel integration			46% 37 / 80 Animal(s)
Recreation Director	(REC) Smart Growth Smart Growth	Continue maintenance, repairs, & replacement of parks & rec facilities	<p>Key Accomplishments: The Facility Supervisor has successfully completed the inspections of Parks and Recreation areas for the month of December 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of January 2024.</p> <p>Key Accomplishments: The Facility Supervisor has successfully completed the inspections of Parks and Recreation areas for the month of November 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of December 2023.</p> <p>Key Accomplishments: The Facility Supervisor has successfully completed the inspections of Parks and Recreation areas for the month of October 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of November 2023.</p> <p>Key Accomplishments: The Facility Supervisor has successfully completed the inspections of Parks and Recreation areas for the month of September 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of October 2023.</p> <p>Key Accomplishments: The Facility Supervisor has successfully completed the inspections of Parks and Recreation areas for the month of August 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of September 2023.</p>		100% 12 / 12 Report(s)

Owner	Strategic Priority	Monthly Update	Task	Current Compl...	
		<p>Recreation areas for the month of August 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of September 2023.</p> <p>Key Accomplishments: The Facility Supervisor has successfully completed the inspections of Parks and Recreation areas for the month of July 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of August 2023.</p> <p>Key Accomplishments: The Facility Supervisor has successfully completed the inspections of Parks and Recreation areas for the month of June 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of July 2023.</p> <p>Key Accomplishments: The Facility Supervisor has successfully completed the inspections of Parks and Recreation areas for the month of May 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of June 2023.</p> <p>Key Accomplishments: The Facility Supervisor has successfully completed the inspections of Parks and Recreation areas for the month of April 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of May 2023.</p> <p>Key Accomplishments: The Facility Supervisor has successfully completed the inspections of Parks and Recreation areas for the month of March 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of April 2023.</p> <p>Key Accomplishments: The Facility Supervisor has successfully completed the inspections of Parks and Recreation areas for the month of February 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of March 2023.</p> <p>Key Accomplishments: The Facility Supervisor has successfully completed the inspections of Parks and Recreation areas for the month of January 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of February 2023.</p>			

Owner	Strategic Priority	Monthly Update	Task	Current Compl...
		<p>Key Accomplishments: The Facility Supervisor has successfully completed the inspections of Parks and Recreation areas for the month of December 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of January 2023.</p> <p>Key Accomplishments: The Facility Supervisors have successfully completed their inspections of Parks and Recreation areas for the month of November 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of December 2022.</p> <p>Key Accomplishments: The Facility Supervisors have successfully completed their inspections of Parks and Recreation areas for the month of October 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of November 2022.</p> <p>Key Accomplishments: The Facility Supervisors have successfully completed their daily inspection of Parks and Recreation areas for the month of September 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of October 2022.</p> <p>Key Accomplishments: The Facility Supervisors have successfully completed their daily inspection of Parks and Recreation areas for the month of August 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of September 2022.</p> <p>Key Accomplishments: The Facility Supervisors have successfully completed their daily inspection of Parks and Recreation areas for the month of July 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of August 2022.</p> <p>Key Accomplishments: The Facility Supervisors have successfully completed their daily inspection of Parks and Recreation areas for the month of June 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of July 2022.</p> <p>Key Accomplishments: The Facility Supervisors have successfully completed their daily inspection of Parks and Recreation areas for the month of May 2022.</p>		

Owner	Strategic Priority	Monthly Update	Task	Current Compl...
		<p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of June 2022.</p> <p>Key Accomplishments: The Facility Supervisors have successfully completed their daily inspection of Parks and Recreation areas for the month of April 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of May 2022.</p> <p>Key Accomplishments: The Facility Supervisors have successfully completed their daily inspection of Parks and Recreation areas for the month of March 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next update end of April 2022.</p> <p>Key Accomplishments: The Facility Supervisors have successfully completed their daily inspection of Parks and Recreation areas for the month of January 2022 and February 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next up date end of March 2022.</p>		

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Works Commissioner	(REC) Smart Growth (WORKS) Smart Growth Smart Growth	Continue beautification of the town	<p>Key Accomplishments: End of July, Shades of Green cleaned around the southern Welcome sign located off of Route 7. Weeded, trim, whip grass, add landscape fabric, mulch and planted perennial day lilies. WR# 35054</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: The Grand Bay-Westfield local schools planted their marigolds on Thursday, June 9 and Friday, June 10.</p> <p>Thursday, June 9, 2022 Westfield School Planting Location: Westfield School, 147 Nerepis Road</p> <p>Friday, June 10, 2022 Grand Bay Primary School Planting Location: 609 River Valley Drive (across the street from the Town Office/Community Centrum)</p> <p>Barricades will be in place near the areas where students will be planting, to warn motorists to drive with caution.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: The Communications Officer, Broc Belding published the "Marigolds to be Planted by local schools" notice on the Towns website on June 8, 2022 @ 2:00 p.m and shared on social media and the Town Digital sign.</p> <p>Key Accomplishments: Flower beds tilled for the school children to plant marigolds in early June. Grass cutting has begun for the summer season.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: The Communications Officer posted the Public Notice on the Towns website and social media encouraging local not-for-profit groups to apply. Local community based not-for-profit organizations are eligible to be paid a donation of \$200 per kilometer for cleaning both sides of roadsides and ditches with priority given to River Valley Drive, Nerepis Road, Inglewood Drive, Woolastook Drive and Colonel Nase Boulevard.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: The Application Deadline is Thursday, April 14, 2022.</p>	<p>Trim grass along road shoulder end of August <input checked="" type="checkbox"/></p> <p>Trim grass road shoulder June <input checked="" type="checkbox"/></p>	<p>100% 100 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Director	(REC) Organizational Capacity Organizational Capacity	Review department capacity for projected service demand from Parks & Rec Master Plan	<p>Key Accomplishments: Meeting planned for the first quarter of 2024 to discuss staff structure regarding the transition into retirement of three key employees.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: The Recreation Program Coordinator has enhanced service delivery by providing leadership & facilitation to the Community Vitality Committee, RVCC Board, Age Friendly Committee and various community groups.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Rick will continue to assist & collaborate with various partners to continue to help build recreation capacity.</p> <p>Key Accomplishments: The new Recreation Program Coordinator, Rick Adams started full time on Tuesday September 6/22.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Rick will continue to review the Parks and Recreation Master Plan over the next couple of months to put together a recreation program work plan.</p> <p>Key Accomplishments: The new Recreation Program Coordinator, Rick Adams started on Monday June 6/22.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Rick will be reviewing the recreation program areas of the Parks and Recreation Master Plan over the next couple of months to put together a recreation program work plan.</p>		80% 80 / 100%
Recreation Director	(REC) Community Vitality Community Vitality	Implement Parks & Rec Master Plan over 10 yrs	<p>Key Accomplishments: Currently updating items in the Parks & Recreation Master Plan.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: None.</p>		100% 100 / 100%
Recreation Program Coordinator	(REC) Community Vitality Community Vitality Inclusion and Accessibility	Establish intergenerational programming which could include special events, physical and creative activities	<p>Key Accomplishments: Key Accomplishments: Contact has been made with all of the local schools and all 4 are supportive of IG programming. The Age Friendly committee is supportive of the program and will be taking a lead.</p> <p>Contact was made with the regional school district and we will be running a program in the spring with an IG theme.</p>		25% 25 / 100%

Owner	Strategic Priority	Monthly Update	Task	Current Compl...
		<p>Challenges: Recruiting seniors to participate in the project and going through the school paperwork has been challenging at the start of the project</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Schools are on board with a fall implementation of intergenerational programming. The Seniors room has been renamed and clean-up / modernizing of the space has started to encourage full community use.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Recruitment of volunteers remains the key initiative for the success of intergenerational programming.</p> <p>Key Accomplishments: The Community Vitality Committee chair and members have joined an intergenerational group operating throughout New Brunswick in an effort to understand the most successful programming running for intergenerational interaction. The first meeting was February 9, 2023.</p> <p>Challenges: The contact lists for 50+ in the area is limited and evidence shows that using social media limits the spread of information on programming.</p> <p>Next Steps: The Age Friendly Committee recently developed some strategies to develop a contact list of 50+ in the community to help with program advertising and recruiting of volunteers. The strategy to develop the list will be implemented over the next 2 - 3 months.</p> <p>Key Accomplishments: The Age Friendly action plan will be finalized on October 20 and will be presented to council in November 2022 (budget timing pending).</p> <p>The Age Friendly committee was involved in the fall fest activities and took the lead on 3 initiatives (pickle making, apple pie contest and quilt show).</p> <p>Promotion of the Friendship Games (50+ games) was done throughout August and September.</p> <p>Challenges: The attendance at 2 of the 3 fall fest events was low, with limited to no engagement by the senior community.</p> <p>Next Steps: Further review of the types of events that are desired by the committee.</p>		

Owner	Strategic Priority	Monthly Update	Task	Current Compl...
		<p>A distribution list of seniors in the community is needed for email and mail.</p> <p>Key Accomplishments: Developed strategic action plan with Age Friendly Committee, which includes intergenerational programming. Next steps are to operationalize the action plan.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Identified contact information with the community groups in the region to develop programming list in the fall.</p> <p>Key Accomplishments: -met with Age Friendly Committee (AFC) and developed their action plan -initial discussions have been held regarding adult sports</p> <p>-Boys & Girls Club has been delivering programming</p> <p>Challenges: -AFC is responsible for implementing the action plan -summer is a difficult time to meet with community groups</p> <p>-willingness of some groups to deliver intergenerational programming due to their focus on one demographic</p> <p>Next Steps: -meeting with community groups to facilitate intergenerational programming</p>		
Recreation Program Coordinator	(REC) Community Vitality Community Vitality Inclusion and Accessibility Encourage a greater range of activities for older adults	<p>Key Accomplishments: Key Accomplishments: The Age Friendly committee action plan was approved and a key portion of the plan is adopting more senior based activities.</p> <p>Existing programs are being supported weekly through access to the River Valley Room and new programs (yoga, weekly presentations, IG) are being developed with the committee and external providers.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: The Age Friendly Committee action plan is in the final stages of approval. Senior focused activities are returning to Town controlled spaces including zoomers, cards / games, yoga, book club etc.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Get final approval of the action plan and submit it for approval by council.</p>		20% 20 / 100%

Reviewing the current activities on the website will happen during our next meeting on October 20.

Engagement with the local business to develop additional options for senior focused activities is a key initiative for the Committee.

Key Accomplishments: Developed strategic action plan with Age Friendly Committee, which includes intergenerational programming. Next steps are to operationalize the action plan, which is scheduled for mid-September.

Prior year sports organizer is taking the lead and has booked facilities for basketball, badminton and pickle ball.

Challenges: Insurance is currently going to be covered by the separate organization through their policy. It has come at a cost that could be avoided if we can produce a waiver of participation. This will be reviewed heading into next year but the current organizer likes the level of control they have by having direct control so this option is not guaranteed to be used in 2023.

Next Steps: The 3 adult sports will start and research will be completed into whether there are spring / summer options using outdoor spaces to organize similar activities.

Recreation Program Coordinator

(REC) Community Vitality
Community Vitality
Communication and
Engagement

Coordinate a roundtable with all relevant stakeholders to communicate the outcomes and recommendations from this Master Plan

Key Accomplishments: Key Accomplishments: Community groups are contacted quarterly for feedback and/or general communication. There has been very little interest in having a full roundtable event but the open communication combined with participation in community events will serve as a replacement in the short term.

(Show history)

Rick Adams | Monthly Update Added

11:53 AM Key Accomplishments:

Roundtable has been attempted twice since the beginning of 2023 but community groups are not interested in meeting as a group so far.

55%
55 / 100%

Owner	Strategic Priority	Monthly Update	Task	Current Compl...
		<p>Individual meetings have been conducted with 5 local community group and contact has been made with all known groups on a quarterly basis.</p> <p>Challenges:</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Roundtable is going to be scheduled for the end of September. If there is not enough interest there will be follow-up individually with groups as desired.</p> <p>Challenges: No interest has been expressed in the roundtable in two previous attempts and feedback on the master plan was limited to 1 response.</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Requests for feedback on the master plan were sent in early September. This included notice that future 1 on 1 discussions and round tables on how the town could support community groups was included.</p> <p>Challenges: To date there has been only 1 response to the request for feedback on the master plan. The response was comprehensive and included concern that the plan is too high level and does not speak to the grassroots nature of Grand Bay - Westfield.</p> <p>Next Steps: Continuing to try and engage the community groups on a feedback program is necessary. It may be necessary to try and go to the community groups for 1 on 1 feedback on their needs in the community.</p> <p>Key Accomplishments: August 2022 - Communication on the roundtable has begun but it will be scheduled for the fall once community groups and volunteers have returned from the summer break.</p> <p>September 2022 - Communication has gone out to all local and regional providers to provide feedback on the Master plan in either a 1 on 1 format or a larger feedback meeting.</p> <p>Challenges: September 2022 - Responses from community groups have been limited with regards to Master Plan engagement. Only 1 group has responded with interest in the feedback round.</p> <p>Next Steps: September 2022 - Follow-up with local community groups for 1 on 1 feedback sessions will take place over the next month</p>		

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Program Coordinator	(REC) Community Vitality Community Vitality Communication and Engagement	Provide an interactive online Grand Bay – Westfield Parks and Recreation Activity Guide	<p>Key Accomplishments: The first draft of the activity guide is expected before the holidays and the final copy will be published in the first quarter of 2024.</p> <p>The guide will compliment the updated town website, online map and other resources provided by the town to support direct and indirect recreation activities.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Structure of online guide has been sourced and work has started on a semi annual guide for recreation.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Addition of online events calendar has simplified information distribution for the residents.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Combination of community group programming and resources for community groups.</p> <p>Key Accomplishments: Continued improvements to the town website, town map and recreation based pages has improved the user experience online. The recreation facebook page has been aligned with the Communications department to improve consistency of information about events etc.</p> <p>Challenges: Overall engagement with the website and facebook page is low. Developing consistent following is required to justify increased investment in improved websites.</p> <p>Next Steps: Work the communications director on improved visibility of the various recreation platforms.</p>		80% 80 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Program Coordinator	(REC) Community Vitality Community Vitality Communication and Engagement	Align the promotion of recreation and parks with the Framework for Recreation in Canada (2015) and Parks for All (2017) to highlight the benefits for all	<p>Key Accomplishments: All communications and promotion updates to the website and the community guide are being vetted through the community lens and the national guides suggested for alignment.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Upon continued review of the Grand Bay-Westfield Comprehensive Parks and Recreation Master Plan, RC Strategies notes on page 59, that our Master Plan broadly aligns with the Canadian Parks and Recreation Association (CPRA) Framework for Recreation in Canada (2015).</p> <p>RC Strategies also notes on page 60 of the Grand Bay-Westfield Comprehensive Parks and Recreation Master Plan, that many of the strategic directions in the Parks for All (2017) CPRA document are advanced in the Grand Bay-Westfield Comprehensive Parks and Recreation Master Plan.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: When the Town is considering new programming or facilities opportunities, we should continue to review alignment with the Canadian Parks and Recreation Association (CPRA) Framework for Recreation in Canada (2015) and Parks for All (2017).</p>		70% 70 / 100%
Recreation Program Coordinator	(REC) Community Vitality Community Vitality Communication and Engagement	Research the potential for a new data management system to better maintain and utilize comprehensive data on community partners and stakeholders	<p>Key Accomplishments: The online booking software provider has been selected and the town is in the final stages of signing an agreement in partnership with the RVCC for implementation in early 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: RVCC is reviewing the needs of the arena for online management. The CFO for the town is reviewing a potential municipal management tool that has associated apps for recreation management. Both options will be explored as potential solutions.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: N/A</p> <p>Challenges: RVCC has announced the resignation of the General Manager and this process will require the involvement of the GM.</p> <p>Next Steps: <i>No value</i></p>		90% 90 / 100%

Key Accomplishments: Of the 6 vendors engaged only 2 provided formal quotes for services and the process has stopped pending a review conversation with the RVCC about their needs for a similar system.

Challenges: The limited inventory available for rental within the Town's control has limited the interest in standard booking programs.

Next Steps: Detailed conversations with the RVCC about their rink booking system needs and whether adding the significant inventory within the rink will allow for a better engagement by potential providers.

Key Accomplishments: 6 different vendors were engaged during the research phase. 2 different quotes have been submitted but waiting on a 3rd before determining next steps.

Challenges: The limited number of facilities that are available for rental makes the vendors hesitate to partner with the Town and/or the quotes are so high that it not a good value add for the Town if only the Recreation Department is going to use the technology.

Next Steps: Wait on the 3rd quote, minimum, and then determine with the Recreation Director next steps.

Key Accomplishments: Meetings have been held with 4 potential providers and a 5th is under review.

Challenges: We have limited inventory of rental space (4 rooms and 3 ball diamonds) making the contract with our group a limited priority.

Next Steps: A feasibility review on whether the investment in a booking system would be of value to a community with our venue limitations.

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Program Coordinator	(REC) Community Vitality Community Vitality Communication and Engagement	Conduct community engagement to determine shifting needs and preferences of residents	<p>Key Accomplishments: Community group engagement has been started but roundtable engagement has been met with skepticism.</p> <p>Increased connection with community groups has resulted in additional advertising by community groups each month.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: School survey results received and being inputted to electronic copies.</p> <p>Challenges: A proper collection path for seniors.</p> <p>Next Steps: Checking on seniors needs and wants post covid is the next step.</p> <p>Key Accomplishments: School survey was distributed in late November 2022 and 2 of the 4 local schools have responded.</p> <p>Challenges: Determining the best method to engage with local high school students.</p> <p>Next Steps: Once the 4 schools have responded use the data to compare against current infrastructure and program delivery models.</p> <p>Key Accomplishments: Contact has been made with the schools about a school based survey for students. Strategizing about how to distribute a general community survey and an age friendly survey is underway.</p> <p>Challenges: Having no traditional distribution list for town residents presents a roadblock to a simple survey being distributed to community members.</p> <p>Next Steps: Picking a distribution method for the survey and developing a limited scope survey that will take 5 minutes to complete.</p>		<p>30%</p> <p>30 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Director	(REC) Community Vitality Community Vitality Optimization of Services and Facilities	Develop an outdoor recreation feasibility study for a community beach and hand launch	<p>Key Accomplishments: Any additional work on hand launch and/or public beach access will be on hold pending a decision on the Lonewater Farms project or direction from the Town that a new location / project should be developed.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: A hand launch location has been identified in Lonewater Farms but release of the land to the Town is yet to be determined by GNB.</p> <p>To date no public beach location has been identified due to the lack of land owned by the town with water rights that does not border onto private land.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: No action expected in 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Admin deferred to 2023.</p> <p>Key Accomplishments: - Admin has deferred until 2023 pending clarification of land available due to local governance reform</p> <p>Challenges: - there is no good beach front property readily available for the Town to repurpose for public use - there are costs for this including ongoing operations such as lifeguarding</p> <p>Next Steps: - identify if the beach front access is a community need - a feasibility study would need to be completed</p>		<p>100%</p> <p>100 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Director	(REC) Community Vitality Community Vitality Optimization of Services and Facilities	Ensure all activity spaces and rooms do not have specific labels (e.g., youth/senior room)	<p>Key Accomplishments: Final room name change, to the Seniors Resource Center, was made to the River Valley Room in August 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: BACKGROUND The Parks & Recreation Comprehensive Master Plan has an objective to “Ensure all activity spaces and rooms do not have specific labels” to maximize usage</p> <p>COMMENT</p> <p>The Grand Bay – Westfield Seniors Room has the appearance of being a restricted space based solely on the name and historical usage.</p> <p>Staff recommended the room name change to the River Valley Room.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Town Council approved the name change at the Monday July 10/23 Council meeting</p> <p>11. C) Renaming of Meeting Place</p> <p>That the Council of the Town of Grand Bay-Westfield approve the name change of the Grand Bay–Westfield Seniors Room to the River Valley Room, effective July 10, 2023.</p> <p>Motioned by: Deputy Mayor Toole</p> <p>Seconded by: Councillor Burpee Carried</p> <p>Key Accomplishments: Looking to start in June after school survey result have been completed.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Review school survey results.</p>		<p>100%</p> <p>100 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Program Coordinator	(REC) Community Vitality Community Vitality Partnership	Develop resources and tools to support community groups and partners	<p>Key Accomplishments: The online recreation guide will provide additional visibility to community groups. Increased transparency on the community grants to support the additional funding within the community grant program will provide more support to community groups.</p> <p>The CAO and CFO have worked with our 2 largest recreation partners (RVCC and WWRA) on reducing insurance costs to help support their long term stability.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: August 2022 - Communication on the roundtable has begun but it will be scheduled for the fall once community groups and volunteers have returned from the summer break.</p> <p>September 2022 - Communication has gone out to all local and regional providers to provide feedback on the Master plan in either a 1 on 1 format or a larger feedback meeting.</p> <p>Challenges: September 2022 - Responses from community groups have been limited with regards to Master Plan engagement. Only 1 group has responded with interest in the feedback round.</p> <p>Next Steps: September 2022 - Follow-up with local community groups for 1 on 1 feedback sessions will take place over the next month.</p>		<p>30%</p> <p>30 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Director	(REC) Community Vitality Community Vitality Sustainability	Develop a Facility and Field Allocation Policies to ensure effective and efficient use of Town resources for ballfields	<p>Key Accomplishments: A recreation service policy, community events policy and facility allocation policy were approved by council in early 2023 to help guide allocation of all facilities, including ball fields.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: The Staff Administrative report proposed aligning the fees from the Brundage Point River Centre and the Grand Bay-Westfield Community Centrum based on information in the recently adopted the Parks and Recreation Comprehensive Master Plan, to make the fees more equitable and inclusive.</p> <p>Town Council approved the Proposed Aligned Rental Fees for the Brundage Point River Centre and the Grand Bay-Westfield Community Centrum at the Monday November 8, 2021 Council meeting:</p> <p>Motioned by: Councillor Balemans</p> <p>Seconded by: Deputy Mayor Toole</p> <p>Carried</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: This policy may be reviewed every four years so due for review again in 2025.</p>		<p>100%</p> <p>100 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Director	(REC) Community Vitality Community Vitality Sustainability	Research leading sustainable practices to operations and facility management and design	<p>Key Accomplishments: The Recreation Department is a member and receives various articles and information from a variety of resources such as the Municipal Information Network, Canadian Parks & Recreation Association, Recreation New Brunswick and the Fundy Recreation Professional Association.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Articles or information of interest are read and reviewed or shared as appropriate.</p> <p>Key Accomplishments: Attended the Recreation New Brunswick, Knowledge Exchange and Networking Workshops on Wed Oct 26/22 in Oromocto and a number of Parks & Recreation Topics where discussed from practitioners around the province.</p> <p>Challenges: Many communities in New Brunswick expressed the uncertainty that is happening in their communities with Local Government Reform and Regional Service Commission changes. The consensus was that it was difficult to get timely information and it seems to be constantly changing making planning and budgets uncertain.</p> <p>Next Steps: Recreation New Brunswick will be planning future sessions from the input received at the workshops for the annual conference in May 2023 in Dieppe, NB.</p>		100% 100 / 100%
Recreation Director	(REC) Community Vitality Community Vitality Sustainability	Establish strategies and procedures to ensure public safety and functionality of parks	<p>Key Accomplishments: The What We Heard Report completed by RC Strategies for the Grand Bay-Westfield Comprehensive Parks and Recreation Master Plan was reviewed to see what the level of satisfaction was for safety of Parks. Survey Respondents share their level of satisfaction with the current state of parks and recreation facilities, spaces and programs. The majority of respondents agreed that parks (68%), trails (69%), and recreation facilities (53%) are generally well maintained.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: To continue to monitor and inspect Parks and Recreation areas to identify any safety concerns.</p>		100% 100 / 100%

COUNCIL MEETING RESOLUTIONS PLAN

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Placeholder	Report to Council Resolutions	3/14/22 Council Meeting 			29% 28.57 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Works Commissioner	(WORKS) Council Meeting Resolutions General Capital Projects Report to Council Resolutions	↳ RRFB Flashing Lights - Ferry Rd & Nerepis	<p>Key Accomplishments: A purchase Order has been issued to benesch, a consulting firm specializing in rail issues end of July 2023 to prepare and application to Transport Canada for funding to do the actual intersection / rail / crosswalk study at Ferry Road.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Application will be submitted to Council for approval before submitting to Transport Canada, expect by mid-September.</p> <p>Key Accomplishments: Bruce met with DTI, NB Southern and Transport Canada on site June 21, 2023. Later contacted and engineering firm to create a proposal to doing the intersection design for a crosswalk at the intersection.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Proposal to be received by July19th, 2023. Then to Council for funding approval.</p> <p>Key Accomplishments: March 16, 2023 the Works Commissioner and CFO held a Teams meeting with Robb Francis with DTI regarding the process for receiving funding to realign the intersection to allow a crosswalk. The steps going forward are for the Town to create and RFP for the intersection review and to design the intersection to meet Transport Canada requirements. Discussions with DTI has them possibility paying 100% of the RFP proposal to complete the review and design. Then submit application to Transport Canada who funds 80% highway improvements and 50% of the rail line improvements. The key timeline is the submission to Transport Canada needs to be by March 31. Approvals are usually received in August with construction happening afterwards.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Robb will arrange a meeting on site in April with DTI, NB Southern and Transport Canada. After which the Town will create an RFP for the intersection review.</p> <p>Key Accomplishments: Initial discussion have begun with DTI, consultants and Works Commissioner.</p> <p>Challenges: Still working on funding stream.</p> <p>Next Steps: Arrange a meeting with DTI to get additional information.</p>	<p>Submit Intersection design to Transport Canada for approval <input type="checkbox"/></p> <p>Submit received RFP's to DTI for approval <input type="checkbox"/></p> <p>Report to Council to award RFP <input type="checkbox"/></p> <p>RFP review by DTI <input type="checkbox"/></p> <p>Prepare Report for Council regarding the RFP <input type="checkbox"/></p> <p>Create RFP for Ferry Road Intersection Review <input checked="" type="checkbox"/></p> <p>Site Meeting <input checked="" type="checkbox"/></p>	<p>29%</p> <p>2 / 7 Unit(s)</p>
Placeholder	Resolutions Report to Council	6/13/22 Council Meeting			<p>100%</p> <p>100 / 100</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	(CAO) Projects Resolutions Report to Council	↳ Snow & Ice Control Services - Purchase of Equipment	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the fleet and the facility out of which they operate are now Town assets <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> agreement has been reached to ensure the appropriate equipment is acquired <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> monitoring the market for good used equipment <p>Challenges:</p> <ul style="list-style-type: none"> ensuring that good used equipment can be found at affordable prices recruiting good candidates with a multitude of skills to provide snow control services and summer support <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: preliminary work has been completed to identify needed equipment discussions have begun with AVL</p> <p>Challenges: no budget has been allocated for equipment in 2022</p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100
Placeholder	Resolutions Report to Council	11/14/22 Council Meeting	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> this one is behind due to the transfer of legal files <p>Next Steps: <i>No value</i></p>		92% 92 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Development Officer	Infrastructure and Climate Adaption (DEV) Council Meeting Resolutions Resolutions Report to Council	→ Residential Pump Easement	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> all the steps have been completed except registration <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Files transferred from Gorman Nason the Cox & Palmer</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> delay is due to file transfer process between legal firms <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> the Town changed solicitors resulting in a backlog of processing legal items <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Survey Plan completed December 9, 2022 Easement Documents currently with Solicitor</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		92% 92 / 100
Placeholder	Resolutions Report to Council	01/09/23 Council Meeting			100% 100 / 100
Administrative Assistant	Organizational Capacity Resolutions Report to Council	→ By-laws (GG-001, GG-002, GG-003, GG-004, PS-001, PS-002)			100% 100 / 100
CAO	(CAO) Organizational Capacity Resolutions Report to Council	→ Mandate Letters			100% 100 / 100
Administrative Assistant	Organizational Capacity Resolutions Report to Council	→ Council Calendar			100% 100 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Program Coordinator	Smart Growth Resolutions Report to Council	→ Aquila Tours	<p>Key Accomplishments: Aquila Tours preparation was complete but the tours were cancelled by Aquila due to demands by the Cruise Ships.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Council passed the motion approving the pilot project to support Aquila Tours using Brundage Point in the Summer and Fall of 2023. Aquila Tours has been contacted and will provide the official required schedule ASAP.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Once the confirmed schedule is delivered it will be worked into the facility supervisor and summer student schedule as required.</p>		100% 100 / 100
Placeholder	Resolutions	01/23/23 Council Meeting			100% 100 / 100
Finance Officer	Report to Council Organizational Capacity Smart Growth Resolutions	→ Municipal Capital Borrowing Board (MBCC): Snow Equipment			100% 100 / 100
Fire Chief	Organizational Capacity Resolutions	→ Donation of Firefighter Gear	<p>Key Accomplishments: Gear shipped to Firefighters without borders.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: project complete</p>		100% 100 / 100
Placeholder	Resolutions	02/21/23 Council Meeting			100% 100 / 100
Administrative Assistant	Report to Council Resolutions	→ By-laws: GG-001, GG-002, GG-003, GG-004, PS-001, GG-006			100% 100 / 100
Recreation Program Coordinator	Resolutions Report to Council	→ Community Grant Program	<p>Key Accomplishments: Recreation Programs Coordinator developed Community Grant Application. Communications Manager updated website and published release seeking Community Grant Committee members.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100
Administrative Assistant	Resolutions Report to Council	→ High School Grad Banners			100% 100 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Works Commissioner	Resolutions Report to Council	→ Inglewood & Epworth: Stop sign	<p>Key Accomplishments: New LED lighted Stop sign were installed April 4th, 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Purchase Order No. 2102-2023 has been emailed to Absolute Traffic & Signs on February 24, 2023. Estimated delivery date 4-5 weeks.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100
Finance Officer	Resolutions Report to Council	→ Brittain Road and Campbell Road Streetlights	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> all of the streetlights have been installed <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> 4 lights have been installed <p>Challenges:</p> <ul style="list-style-type: none"> waiting for the light to be installed at the Brittain Rd school bus stop <p>Next Steps: <i>No value</i></p>		100% 100 / 100
Placeholder	Resolutions	03/13/23 Council Meeting	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> it is hoped that Animal Control By-law will be before Council in the near future <p>Challenges:</p> <ul style="list-style-type: none"> Administration is still waiting for legal review on Animal Control By-law <p>Next Steps: <i>No value</i></p>		100% 100 / 100
CAO	Resolutions	→ By-law GG-008: Animal Control	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the Dog Control Officer will provide Animal Control services commencing January 1, 2024 <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100
CAO	Resolutions	→ By-law GG-012: Curfew			100% 100 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	Resolutions	→ By-law GG-011: Exhibition	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> completed as part of update of all By-laws in 2023 due to LGR <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100
CAO	Resolutions	→ By-law PD-007: Mobile Home Parks	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> completed as part of LGR <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100
CAO	Resolutions	→ By-law GG-010: Noise			100% 100 / 100
CAO	Resolutions	→ By-law PD-004: Transient Traders			100% 100 / 100
CAO	Resolutions	→ By-law PD-003: PAC			100% 100 / 100
Fire Chief	Resolutions	→ Fire Department Review	<p>Key Accomplishments: Fire Service Review completed and accepted by Council on March 13, 2023</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Tactical plan and Level of Service documents to be developed and brought back to Council for approval.</p>		100% 100 / 100
CAO	Resolutions	→ Intent to Adopt Municipal Plan, Section 25 Presentation	<p>Key Accomplishments: Communications Manager published the Public Presentation notice on the Town's website and social media platforms on March 16, 2023.</p> <p>Challenges:</p> <p>Next Steps: Communications Manager will publish another reminder the week of March 27, 2023.</p>		100% 100 / 100
Development Officer	(DEV) Council Meeting Resolutions Resolutions	→ Planning Advisory Committee Recommendation	<p>Key Accomplishments: new Committee member (Darrel Short) appointed May 8, 2023</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100
Placeholder	Resolutions	03/27/23 Council Meeting			100% 100 / 100
Finance Officer	Resolutions	→ Forward Audit Report to Province for approval			100% 100 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Administrative Assistant	Resolutions	→ Pandemic Mitigation Policy			100% 100 / 100
Works Commissioner	Infrastructure and Climate Adaption Resolutions	→ Tender Renewals: Street Sweeping & Pavement Marking	<p>Key Accomplishments: Both Four Seasons and Phillip Bros have been contacted and are prepared to perform their services in 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100
Placeholder	Resolutions	04/11/23 Council Meeting			100% 100 / 100
Administrative Assistant	Resolutions	→ By-laws: GG-007, GG-009, PD-001, PD-002, PD-003, PD-005			100% 100 / 100
Communications Manager	Report to Council Resolutions	→ RCMP Contract Policing	<p>Key Accomplishments: Communications Manager, Broc Belding, published the "Grand Bay-Westfield responds to update from the Government of Canada on the issue of retroactive RCMP costs" on the Town's website and social media platforms on April 12, 2023.</p> <p>Communications Manager (Broc Belding) prepared a letter with the same titled as above, from Mayor Merrifield to MP John Williamson.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Once the letter is signed by Mayor Merrifield, Administrative Assistant (Amanda Long) will send via email and mail to MP John Williamson.</p>		100% 100 / 100
Works Commissioner	Report to Council Resolutions	→ Intersection Review: Park Ave & Leila Street			100% 100 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Communications Manager	Infrastructure and Climate Adaption Community Vitality Resolutions	→ Mayor's Monarch Pledge	<p>Key Accomplishments: Administrative Assistant (Amanda Long) submitted the Mayors' Monarch Pledge on behalf of Mayor Brittany Merrifield and the Town.</p> <p>Communications Manager (Broc Belding), Recreation Programs Coordinator (Rick Adams) and Works Commissioner (Bruce Gault) provided the action items for the pledge.</p> <p>Communications Manager (Broc Belding) published the news release that Mayor Merrifield signed the Pledge on the Town's website and social media channels.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Communications Manager has prepared a news release.</p> <p>Challenges: Technical difficulties with the online submission for the Mayors Monarch Pledge. This is anticipated to be complete on Tuesday, April 18, 2023.</p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100
CAO	Resolutions	→ HR Training			100% 100 / 100
Placeholder	Resolutions	04/24/23 Council Meeting			100% 100 / 100
Administrative Assistant	Resolutions	→ By-laws PS-002, PD-004, GG-010			100% 100 / 100
Administrative Assistant	Resolutions	→ By-law GG-012 Respecting Curfew			100% 100 / 100
Works Commissioner	(WORKS) Council Meeting Resolutions Resolutions	→ Intersection Review: Park Avenue and Leila Street			100% 100 / 100
Placeholder	Resolutions	05/08/23 Council Meeting			100% 100 / 100
CAO	Report to Council Resolutions	→ Animal Control By-law PS-003	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: By law to be sent to registry with additional by laws that are due for their 3rd reading in August.</p>	Send to Registry <input type="checkbox"/>	100% 100 / 100
Administrative Assistant	Resolutions	→ By-laws GG-005, GG-012			100% 100 / 100
Finance Officer	Resolutions	→ Banking Services Agreement	<p>Key Accomplishments: Service agreement has been signed and sent to the bank.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Administrative Assistant	Organizational Capacity Resolutions	→ Bursary Policy			100% 100 / 100
Administrative Assistant	Resolutions	→ Sign Grant Application - 441 Woolastook Drive			100% 100 / 100
Administrative Assistant	Organizational Capacity Resolutions	→ Appointment to Planning Advisory Committee			100% 100 / 100
Recreation Program Coordinator	Community Vitality Resolutions	→ Community Grants			100% 100 / 100
Placeholder	Resolutions	05/23/23 Council Meeting			400% 400 / 100
Finance Officer	Resolutions	→ Debenture: Loader and Trackless			100% 100 / 100
Administrative Assistant	Infrastructure and Climate Adaption Resolutions	→ Keel Blasting			100% 100 / 100
CAO	(CAO) Council Meeting Resolutions Resolutions	→ 2024 Budget Allocation - Trails Master Plan	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the next step is to engage a consultant to develop a community comprehensive trail plan <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> this is in front of Council for approval <p>Challenges:</p> <ul style="list-style-type: none"> this is to be completed by volunteers <p>Next Steps:</p> <ul style="list-style-type: none"> Council to approve volunteers to complete 		100% 100 / 100
CAO	Smart Growth Community Vitality Resolutions	→ Education Programming Changes	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the Mayor and CAO had a constructive meeting with the Superintendent of ASD-S <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> the superintendent is reviewing some internal items to determine how to make it sustainable residents must still register their children for the program 		100% 100 / 100
Placeholder	Resolutions	08/14/23 Council Meeting			100% 100 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Administrative Assistant	Resolutions	→ 2024 Budget Allocation - Trails Master Plan	<p>Key Accomplishments: Budget was approved, Rick Adams will be completing the Trails Master Plan in 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: On August 31, 2023, Communications Manager completed the Notice for Public Works to deliver to neighbourhood residents on the same date.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Deputy CAO has advised Council that Administration will prepare a notice for residents adjacent to this property, before trail development commences.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Communications Manager will prepare a notice for the residents adjacent to this trail development, for review by the CAO.</p>	<p>2024 Budget Approval - Trails Master Plan <input checked="" type="checkbox"/></p> <p>Referred back to administration <input checked="" type="checkbox"/></p> <p>Notify the Neighbours - Exit end of the trail <input checked="" type="checkbox"/></p>	<p>100%</p> <p>100 / 100</p>
Placeholder	Resolutions	09/11/23 Council Meeting			<p>200%</p> <p>200 / 100</p>
Administrative Assistant	Resolutions	→ 2024 Budget Allocation - Trails Master Plan	<p>Key Accomplishments: Budget was approved, Rick Adams will be completing the Trails Master Plan in 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: On August 31, 2023, Communications Manager completed the Notice for Public Works to deliver to neighbourhood residents on the same date.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Deputy CAO has advised Council that Administration will prepare a notice for residents adjacent to this property, before trail development commences.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Communications Manager will prepare a notice for the residents adjacent to this trail development, for review by the CAO.</p>	<p>2024 Budget Approval - Trails Master Plan <input checked="" type="checkbox"/></p> <p>Referred back to administration <input checked="" type="checkbox"/></p> <p>Notify the Neighbours - Exit end of the trail <input checked="" type="checkbox"/></p>	<p>100%</p> <p>100 / 100</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...	
Administrative Assistant	Resolutions	↳ PD-010 Subdivision By-law			100% 100 / 100	
Placeholder	Resolutions	09/25/23 Council Meeting			100% 100 / 100	
Administrative Assistant	Resolutions	↳ 2024 Budget Allocation - Trails Master Plan	<p>Key Accomplishments: Budget was approved, Rick Adams will be completing the Trails Master Plan in 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: On August 31, 2023, Communications Manager completed the Notice for Public Works to deliver to neighbourhood residents on the same date.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Deputy CAO has advised Council that Administration will prepare a notice for residents adjacent to this property, before trail development commences.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Communications Manager will prepare a notice for the residents adjacent to this trail development, for review by the CAO.</p>	<p>2024 Budget Approval - Trails Master Plan <input checked="" type="checkbox"/></p> <p>Referred back to administration <input checked="" type="checkbox"/></p> <p>Notify the Neighbours - Exit end of the trail <input checked="" type="checkbox"/></p>	100% 100 / 100	
Placeholder	Resolutions	10/10/23 Council Meeting		Resolutions UMNB Send By-Laws to Land Registry	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	100% 100 / 100
Placeholder	Resolutions	10/23/23 Council Meeting			400% 400 / 100	

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Administrative Assistant	Resolutions	→ 2024 Budget Allocation - Trails Master Plan	<p>Key Accomplishments: Budget was approved, Rick Adams will be completing the Trails Master Plan in 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: On August 31, 2023, Communications Manager completed the Notice for Public Works to deliver to neighbourhood residents on the same date.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Deputy CAO has advised Council that Administration will prepare a notice for residents adjacent to this property, before trail development commences.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Communications Manager will prepare a notice for the residents adjacent to this trail development, for review by the CAO.</p>	<p>2024 Budget Approval - Trails Master Plan <input checked="" type="checkbox"/></p> <p>Referred back to administration <input checked="" type="checkbox"/></p> <p>Notify the Neighbours - Exit end of the trail <input checked="" type="checkbox"/></p>	100% 100 / 100
Administrative Assistant	Resolutions	→ Fall 2023 Community Grants		Communication sent to recipients <input checked="" type="checkbox"/>	100% 100 / 100
Administrative Assistant	Resolutions	→ Town of Grand Bay-Westfield Road Ahead Application			100% 100 / 100
Administrative Assistant	Resolutions	→ DTI Municipal Kilometrage Maintenance Agreement			100% 100 / 100
Placeholder	Resolutions	11/14/23 Council Meeting			100% 100 / 100
Administrative Assistant	Resolutions	→ Snow and Ice Control Plan			100% 100 / 100
Placeholder	Resolutions	11/27/23 Council Meeting			100% 100 / 100
Administrative Assistant	Resolutions	→ Municipal Insurance	<p>Key Accomplishments: Subscriber's agreement signed and sent off to Genesis Reciprocal Insurance Exchange</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100
Placeholder	Resolutions	12/11/23 Council Meeting			100% 100 / 100
Administrative Assistant	Miscellaneous Resolutions	→ Town Fees 2024			100% 100 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Placeholder	Report to Council Resolutions	06/28/21 Council Meeting	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> this is marked behind due to the multi year nature of an incentive <p>Next Steps: <i>No value</i></p>		53% 53 / 100
Development Officer	Report to Council Resolutions	→ Douglas Estates Development Incentives MULTI-PARCEL SUBDIVISION GRANT	<p>Key Accomplishments: Memorandum of Understanding completed by Council Resolution for grant payments based on 2022 Assessed value of lots</p> <p>Challenges: prior to next Vacant Lot Grant payment, determine if any additional lots have sold or been issued a Building Permit.</p> <p>Next Steps: Confirmation from the land owner of payment of taxes for the 2023 year is required before Grant payment in July 2023</p> <p>Key Accomplishments: first of 5 payments paid out in August 2022 for the three remaining vacant lots</p> <p>Challenges: confirmation in 2023 of taxes paid and lots remain vacant, for 2nd installment (out of 5) in 2023</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: MOU prepared for first of (up to) 5 annual payments of \$782.27 per lot Confirmation of taxes paid for the year 2022 for 3 remaining lots</p> <p>Challenges: Signatures of COA and Mayor, Witness by Commissioner of Oaths affix Town seal</p> <p>Next Steps: Bring forward to July 2023 for second of 5 annual Grant Payments (unless property is developed or sold)</p> <p>Key Accomplishments: Council Motion April 25, 2022 setting Grant amount of \$782.27 per vacant lot</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Develop Memorandum of Understanding for 5 year Grant Payments starting in July 2022</p> <p>Key Accomplishments: Administrative Report for June 14, 2021 Council Meeting Registration of Subdivision Plan July 15, 2021</p> <p>one lot sold, leaving 3 lots available =for up to 5-years Grant</p>	<p>annual Grant payment (5th of up to five payments) <input type="checkbox"/></p> <p>annual Grant payment (4th of up to five payments) <input type="checkbox"/></p> <p>annual Grant payment (3rd of up to five payments) <input type="checkbox"/></p> <p>annual Grant payment (2nd of up to five payments) <input checked="" type="checkbox"/></p> <p>annual Grant payment (first of up to 5 payments) <input checked="" type="checkbox"/></p>	40% 2 / 5 Payment(s)

Challenges: SNB Assessment and Property r=tax information for 2021 and 2022 not available at this time
82 Shannon Road PID 30344865

88 Shannon Road PID 30344873

92 Shannon Road PID 30344881

Next Steps: *No value*

Development Officer

(DEV) Council Meeting Resolutions
Report to Council Resolutions

→ **GB-W Incentive Grant Program**

Key Accomplishments:

- a review has been completed and new incentive program developed

Challenges:

- final reading has to wait pending results of HAF application

Next Steps: *No value*

Key Accomplishments:

Challenges:

- this is being deferred due to the Housing Accelerator Fund application

Next Steps:

- this is being reviewed in light of the Housing Needs Assessment and Housing Action Plan

Key Accomplishments: drafts reviewed with CAO and CFO
pending decisions to proceed

Challenges: *No value*

Next Steps: *No value*

Key Accomplishments: initial changes proposed with CFO provided to CAO for comment Feb 1, 2023

Challenges: *No value*

Next Steps: *No value*

Key Accomplishments: Budget 2023 direction to review Incentive Program to remove grants to properties fronting Col. Nase Blvd. and potentially phase out most of the Grants

Challenges: *No value*

Next Steps: Bring forward to January 2023

66%
66 / 100

Placeholder

Resolutions
Report to Council

12/13/21 Council Meeting

25%
25 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Finance Officer	Resolutions Report to Council	↳ Trickling Filter Plant Upgrade	<p>Key Accomplishments: Date for operational review is March 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Project initially came on way over budget. The plan going forward is to make minor repairs to secure the building until the new Approval to Operate is received October 2023. Then to review the new approval conditions to operate and plan to fund the new changes.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the project was undervalued due to inflation and construction labour shortage <p>Challenges:</p> <ul style="list-style-type: none"> the project is being redesigned and financing restructured <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: preliminary design has been completed investigating the use of solar panels to power the asset</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		<p>25%</p> <p>25 / 100</p>

FINANCE PLAN

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Finance Officer	(FIN) Contracts & Agreements Ongoing Contracts / Agreements	Ambulance Lease Agreement	<p>Key Accomplishments: Lease document being reviewed by legal</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Need to update lease document and send to ANB</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		50% 50 / 100
Finance Officer	(FIN) 2024 Budget	2024 Operating Budget	<p>Key Accomplishments: Informal approval received from Council on budget direction, working on preparing material for public information session</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Meetings with department heads have been scheduled 3 year forecast model has been incorporated into the budget template</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	<ul style="list-style-type: none"> Build out 3 year projections <input checked="" type="checkbox"/> Incorporate actual assessment data <input checked="" type="checkbox"/> Create new GL accounts as needed <input checked="" type="checkbox"/> Budget submission to province <input checked="" type="checkbox"/> Budget Approval <input checked="" type="checkbox"/> Budget Presentation - Public <input checked="" type="checkbox"/> Budget meeting with Council - Sept 25th <input checked="" type="checkbox"/> Incorporate stakeholder requests <input checked="" type="checkbox"/> Analyse trnds - what changed and why <input checked="" type="checkbox"/> Prepare initial findings for Strat Plan Meeting <input checked="" type="checkbox"/> Collate updated information and review <input checked="" type="checkbox"/> Meet with CAO <input checked="" type="checkbox"/> Meet with Recreation Director <input checked="" type="checkbox"/> Meet with Communications Manager <input checked="" type="checkbox"/> Meet with Development officer <input checked="" type="checkbox"/> Meet with Works Commissioner <input checked="" type="checkbox"/> Meet with Fire Chief <input checked="" type="checkbox"/> Populate 2024 budget with basic information <input checked="" type="checkbox"/> Set up 2024 Budget Sheets <input checked="" type="checkbox"/> 	100% 100 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Finance Officer	Year end Audit - Preparation (FIN) Audits	Interim Audit	<p>Key Accomplishments: Due to unforeseen circumstances the interim audit has been deferred until January 9th - 12th</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100
Finance Officer	Year end Audit - Preparation (FIN) Audits	→ Close off October Month			100% 100 / 100
Finance Officer	Year end Audit - Preparation (FIN) Audits	→ Print Trial Balance			100% 100 / 100
Finance Officer	Year end Audit - Preparation (FIN) Audits	→ Print Journal Entires			100% 100 / 100
Finance Officer	Year end Audit - Preparation (FIN) Audits	→ Provide support documents as per Audit request	<p>Key Accomplishments: Listing 112 items was received from the auditor, a complete package of all requested documents has been sent back in response.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: List of all transactions has been sent to auditor, waiting for sample list to be returned</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100
Finance Officer	Year end Audit - Preparation (FIN) Audits	Year end Audit	<p>Key Accomplishments: Information check list has been created, work has started rolling for the Capital Asset schedule, templates for the working paper have been created</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		35% 35 / 100
Finance Officer	Year end Audit - Preparation (FIN) Audits	→ Completed capital asset schedule	<p>Key Accomplishments: Template has been added previous years items have been rolled forward</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		30% 30 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
CAO	Administration and Finance (CAO) Policies & Procedures (FIN) Policies & Procedures	Financial Procedures	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> an annual calendar has been developed per the Good Governance Directive <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		0% 0 / 1 Review(s)
CAO	Administration and Finance (CAO) Policies & Procedures (FIN) Policies & Procedures	Grants Policy	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> Council approved a new policy including increased funding <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 1 / 1 Review(s)
CAO	Administration and Finance (CAO) Policies & Procedures (FIN) Policies & Procedures	Miscellaneous - Administration and Finance	<p>Key Accomplishments: Membership Policy has been revised and a new review goal has been created in Cascade to track its new review timeline</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		50% 0.5 / 1 Review(s)
CAO	Administration and Finance (CAO) Policies & Procedures (FIN) Policies & Procedures	Communications Device Policy	<p>Key Accomplishments: Cellular device policy updated to Communications Device Policy taken to Council and approved Policy Number P-GG-009 September 11, 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 1 / 1 Review(s)
CAO	Administration and Finance (CAO) Policies & Procedures (FIN) Policies & Procedures	Bursary Fund	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> approved by Council May 2023 <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the bursary policy is before Council requiring approval <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 1 / 1 Review(s)
CAO	Personnel (CAO) Policies & Procedures (FIN) Policies & Procedures	Vacations Policy			0% 0 / 1 Review(s)

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Finance Officer	Dog Licenses (FIN) Fees and Charges	Dog License Fees and Charges		Replacement Tags <input checked="" type="checkbox"/> Females not Spayed <input checked="" type="checkbox"/> Females Spayed <input checked="" type="checkbox"/> Males not Neutered <input checked="" type="checkbox"/> Males Neutered <input checked="" type="checkbox"/>	100% 1 / 1 Review(s)
Finance Officer	Dog Fines (FIN) Fees and Charges	Dog Fine Fees		After hours fee <input checked="" type="checkbox"/> Board - Animal Rescue League <input checked="" type="checkbox"/> Kennel Cough Shot <input checked="" type="checkbox"/> Third Occasion during any Calendar Year <input checked="" type="checkbox"/> Second Occasion during any Calendar Year <input checked="" type="checkbox"/> First Occasion during any Calendar Year <input checked="" type="checkbox"/>	100% 1 / 1 Review(s)
Finance Officer	Miscellaneous (FIN) Fees and Charges	Office Fees and Charges		Search & Preparation of Public Documents (RTIPPA) <input checked="" type="checkbox"/> Photocopies <input checked="" type="checkbox"/> Town Lapel Pins (to local businesses) <input checked="" type="checkbox"/> Town Lapel Pins (to the public) <input checked="" type="checkbox"/> Fax Transmittals per page <input checked="" type="checkbox"/>	100% 1 / 1 Review(s)
Development Officer	Miscellaneous (FIN) Fees and Charges	Permits and Zoning Fees		Civic Numbers (Blue Metallic) <input checked="" type="checkbox"/> Property Enquires Re: Zoning or Sewerage Fees <input type="checkbox"/> PAC Application for Variance <input type="checkbox"/> Application Amending for Zonal By-Law <input type="checkbox"/> Application for subdivision <input type="checkbox"/> Excavation Permit <input type="checkbox"/> Sign Permit <input type="checkbox"/> Demolition Permit <input type="checkbox"/> Development Permit <input type="checkbox"/> Building Permit <input type="checkbox"/> Peddlers License & Transient Trader License <input type="checkbox"/> Mobile Home Park Permit <input type="checkbox"/> Used Culvert <input type="checkbox"/> Town By-Laws <input type="checkbox"/>	7% 0.071 / 1 Review(s)
Finance Officer	Capital Debt (FIN) Long-Term Finance	General Revenue Fund	Key Accomplishments: <i>No value</i> Challenges: <ul style="list-style-type: none"> The system is not linked to Adagio Next Steps: <i>No value</i>		57% 57.09 / 100
Finance Officer	Capital Debt (FIN) Long-Term Finance	→ Prot. Svcs./Riv.Ctr.*			78% 118k / \$0

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Finance Officer	Capital Debt (FIN) Long-Term Finance	→ Transportation Capital Debt			69% 187k / \$0
Finance Officer	Capital Debt (FIN) Long-Term Finance	→ Prot. Svcs. (2014)			62% 157k / \$0
Finance Officer	Capital Debt (FIN) Long-Term Finance	→ Rec / Cultural			29% 248k / \$0
Finance Officer	Capital Debt (FIN) Long-Term Finance	→ Prot. Svcs. (2020)			25% 316k / \$0
Finance Officer	Capital Debt (FIN) Long-Term Finance	→ Transportation (2020)			80% 25k / \$0
Finance Officer	Capital Debt (FIN) Long-Term Finance	Utility Fund			60% 60.37 / 100
Finance Officer	Capital Debt (FIN) Long-Term Finance	→ NB Mun. Finance Corp. (2011)			100% 0 / \$0
Finance Officer	Capital Debt (FIN) Long-Term Finance	→ NB Mun. Finance Corp. (2012)			64% 72k / \$0
Finance Officer	Capital Debt (FIN) Long-Term Finance	→ NB Mun. Finance Corp. (2017)			48% 302k / \$0
Finance Officer	Capital Debt (FIN) Long-Term Finance	→ NB Mun. Finance Corp. (2019)			30% 129k / \$0

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Finance Officer	(FIN) Organizational Capacity Organizational Capacity	Provide monthly reports including variances	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> quarterly reports are now provided rather than monthly reports <p>Challenges:</p> <ul style="list-style-type: none"> with current software the production of monthly reports is time consuming. <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: The Q2 financial report will be presented to council on August 14th 2023</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> reports are being provided and the reports are evolving to support Council. <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: a new municipal information system is being reviewed in the first week of July another community in the region is also looking at a new system</p> <p>GB-W and the other community are discussing purchasing the same software and saving money through shared training</p> <p>Challenges: the current software is not 'friendly' to monthly variance reports</p> <p>Next Steps: <i>No value</i></p>		<p>100%</p> <p>100 / 100%</p>

EMO PLAN

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Fire Chief	(EMO) Emergency Operations Centre Plan Register	GB-W EMP (Municipal Emergency Response Plan)			0% 0 / 1 Review(s)

PARK AND RECREATION COMPREHENSIVE MASTER PLAN

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Program Coordinator	Inclusion and Accessibility	Develop opportunities that support active and creative living for all ages and abilities			38% 38.33 / 100
Recreation Program Coordinator	Community Vitality Inclusion and Accessibility	→ Adopt the Community Lens Framework as part of decision making and evaluation processes	<p>Key Accomplishments: Community lens framework is being applied to all new program development and support of external stakeholders projects.</p> <p>Challenges: Budget restrictions and support for Age Friendly activities restricts the ability to apply the lens freely.</p> <p>Next Steps: <i>No value</i></p>		70% 70 / 100
Recreation Program Coordinator	(REC) Community Vitality Community Vitality Inclusion and Accessibility	→ Establish intergenerational programming which could include special events, physical and creative activities	<p>Key Accomplishments: Key Accomplishments: Contact has been made with all of the local schools and all 4 are supportive of IG programming. The Age Friendly committee is supportive of the program and will be taking a lead.</p> <p>Contact was made with the regional school district and we will be running a program in the spring with an IG theme.</p> <p>Challenges: Recruiting seniors to participate in the project and going through the school paperwork has been challenging at the start of the project</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Schools are on board with a fall implementation of intergenerational programming. The Seniors room has been renamed and clean-up / modernizing of the space has started to encourage full community use.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Recruitment of volunteers remains the key initiative for the success of intergenerational programming.</p> <p>Key Accomplishments: The Community Vitality Committee chair and members have joined an intergenerational group operating throughout New Brunswick in an effort to understand the most successful programming running for intergenerational interaction. The first meeting was February 9, 2023.</p>		25% 25 / 100%

Challenges: The contact lists for 50+ in the area is limited and evidence shows that using social media limits the spread of information on programming.

Next Steps: The Age Friendly Committee recently developed some strategies to develop a contact list of 50+ in the community to help with program advertising and recruiting of volunteers. The strategy to develop the list will be implemented over the next 2 - 3 months.

Key Accomplishments: The Age Friendly action plan will be finalized on October 20 and will be presented to council in November 2022 (budget timing pending).

The Age Friendly committee was involved in the fall fest activities and took the lead on 3 initiatives (pickle making, apple pie contest and quilt show).

Promotion of the Friendship Games (50+ games) was done throughout August and September.

Challenges: The attendance at 2 of the 3 fall fest events was low, with limited to no engagement by the senior community.

Next Steps: Further review of the types of events that are desired by the committee.

A distribution list of seniors in the community is needed for email and mail.

Key Accomplishments: Developed strategic action plan with Age Friendly Committee, which includes intergenerational programming. Next steps are to operationalize the action plan.

Challenges: *No value*

Next Steps: Identified contact information with the community groups in the region to develop programming list in the fall.

Key Accomplishments: -met with Age Friendly Committee (AFC) and developed their action plan
-initial discussions have been held regarding adult sports

-Boys & Girls Club has been delivering programming

Challenges: -AFC is responsible for implementing the action plan
-summer is a difficult time to meet with community groups

-willingness of some groups to deliver intergenerational programming due to their focus on one demographic

Recreation Program
Coordinator

(REC) Community Vitality
Community Vitality
Inclusion and Accessibility

→ Encourage a greater range of
activities for older adults

Next Steps: -meeting with community groups to
facilitate intergenerational programming

Key Accomplishments: Key Accomplishments:
The Age Friendly committee action plan was approved
and a key portion of the plan is adopting more senior
based activities.

Existing programs are being supported weekly through
access to the River Valley Room and new programs
(yoga, weekly presentations, IG) are being developed
with the committee and external providers.

Challenges: *No value*

Next Steps: *No value*

Key Accomplishments: The Age Friendly Committee
action plan is in the final stages of approval.
Senior focused activities are returning to Town
controlled spaces including zoomers, cards / games,
yoga, book club etc.

Challenges: *No value*

Next Steps: Get final approval of the action plan and
submit it for approval by council.

Reviewing the current activities on the website will
happen during our next meeting on October 20.

Engagement with the local business to develop
additional options for senior focused activities is a key
initiative for the Committee.

Key Accomplishments: Developed strategic action plan
with Age Friendly Committee, which includes
intergenerational programming. Next steps are to
operationalize the action plan, which is scheduled for
mid-September.

Prior year sports organizer is taking the lead and has
booked facilities for basketball, badminton and pickle
ball.

Challenges: Insurance is currently going to be covered
by the separate organization through their policy. It has
come at a cost that could be avoided if we can produce
a waiver of participation. This will be reviewed heading
into next year but the current organizer likes the level of

20%
20 / 100%

Owner	Strategic Priority	Monthly Update	Task	Current Compl...
		<p>control they have by having direct control so this option is not guaranteed to be used in 2023.</p> <p>Next Steps: The 3 adult sports will start and research will be completed into whether there are spring / summer options using outdoor spaces to organize similar activities.</p>		
Recreation Director	<p>Inclusion and Accessibility Reduce physical, economic, and social barriers to access parks, facilities, and programs</p>	<p>Key Accomplishments: With the Recreation Director the fees for room access were reviewing in 2021 and adopted for the 2022 budget. Reduced access prices for programs being supported by various committees or the Recreation program have been applied to increase usage and programming for the community.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		<p>20%</p> <p>20 / 100</p>
Recreation Director	<p>Inclusion and Accessibility → Conduct a review of user and rental fees</p>	<p>Key Accomplishments: With the Recreation Director the fees for room access were reviewing in 2021 and adopted for the 2022 budget</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		<p>40%</p> <p>2 / 5 Review(s)</p>
Recreation Director	<p>Inclusion and Accessibility Ensure parks, facilities and programs are welcoming to all</p>	<p>Key Accomplishments: With the Recreation Director the fees for room access were reviewing in 2021 and adopted for the 2022 budget.</p> <p>Reduced access prices for programs being supported by various committees or the Recreation program have been applied to increase usage and programming for the community.</p> <p>A new grant has been applied for to help improve the look and feel of the River Valley Room, final decision on upgrades will be made in early 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		<p>20%</p> <p>20 / 100</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Director	Communication and Engagement	Enhance communication efforts related to parks and recreation opportunities and benefits	<p>Key Accomplishments: Engagement with the Communications Director on events promotion continues weekly. Involvement with website re-design is ongoing and expected to launch by the end of February</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Improved content for recreation programs, both internal and external</p> <p>Key Accomplishments: Updated website structure to reduce scrolling on the current website. Down to 9 tiles from 24.</p> <p>Communication for events has been managed through town controlled channels and a significant amount of communication has been provided about town events.</p> <p>Challenges: Engagement in traditional channels is limited and attendance at town led events during the fall fest was disappointing. It was clear that events with connections to local business' who also promoted the event had increased participation from the community.</p> <p>Next Steps: A town email distribution list with choices of which content they would like to receive would be key to any further promotion of town controlled events.</p>		<p>71%</p> <p>71 / 100</p>
Recreation Program Coordinator	(REC) Community Vitality Community Vitality Communication and Engagement	<p>→ Coordinate a roundtable with all relevant stakeholders to communicate the outcomes and recommendations from this Master Plan</p>	<p>Key Accomplishments: Key Accomplishments: Community groups are contacted quarterly for feedback and/or general communication. There has been very little interest in having a full roundtable event but the open communication combined with participation in community events will serve as a replacement in the short term.</p> <p>(Show history)</p> <p>Rick Adams Monthly Update Added</p> <p>11:53 AM Key Accomplishments:</p> <p>Roundtable has been attempted twice since the beginning of 2023 but community groups are not interested in meeting as a group so far.</p> <p>Individual meetings have been conducted with 5 local community group and contact has been made with all known groups on a quarterly basis.</p> <p>Challenges:</p> <p>Next Steps: <i>No value</i></p>		<p>55%</p> <p>55 / 100%</p>

Key Accomplishments: Roundtable is going to be scheduled for the end of September. If there is not enough interest there will be follow-up individually with groups as desired.

Challenges: No interest has been expressed in the roundtable in two previous attempts and feedback on the master plan was limited to 1 response.

Next Steps: *No value*

Key Accomplishments: Requests for feedback on the master plan were sent in early September. This included notice that future 1 on 1 discussions and round tables on how the town could support community groups was included.

Challenges: To date there has been only 1 response to the request for feedback on the master plan. The response was comprehensive and included concern that the plan is too high level and does not speak to the grassroots nature of Grand Bay - Westfield.

Next Steps: Continuing to try and engage the community groups on a feedback program is necessary. It may be necessary to try and go to the community groups for 1 on 1 feedback on their needs in the community.

Key Accomplishments:

August 2022 - Communication on the roundtable has begun but it will be scheduled for the fall once community groups and volunteers have returned from the summer break.

September 2022 - Communication has gone out to all local and regional providers to provide feedback on the Master plan in either a 1 on 1 format or a larger feedback meeting.

Challenges: September 2022 - Responses from community groups have been limited with regards to Master Plan engagement. Only 1 group has responded with interest in the feedback round.

Next Steps: September 2022 - Follow-up with local community groups for 1 on 1 feedback sessions will take place over the next month

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Program Coordinator	(REC) Community Vitality Community Vitality Communication and Engagement	→ Align the promotion of recreation and parks with the Framework for Recreation in Canada (2015) and Parks for All (2017) to highlight the benefits for all	<p>Key Accomplishments: All communications and promotion updates to the website and the community guide are being vetted through the community lens and the national guides suggested for alignment.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Upon continued review of the Grand Bay-Westfield Comprehensive Parks and Recreation Master Plan, RC Strategies notes on page 59, that our Master Plan broadly aligns with the Canadian Parks and Recreation Association (CPRA) Framework for Recreation in Canada (2015).</p> <p>RC Strategies also notes on page 60 of the Grand Bay-Westfield Comprehensive Parks and Recreation Master Plan, that many of the strategic directions in the Parks for All (2017) CPRA document are advanced in the Grand Bay-Westfield Comprehensive Parks and Recreation Master Plan.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: When the Town is considering new programming or facilities opportunities, we should continue to review alignment with the Canadian Parks and Recreation Association (CPRA) Framework for Recreation in Canada (2015) and Parks for All (2017).</p>		70% 70 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Program Coordinator	(REC) Community Vitality Community Vitality Communication and Engagement	↳ Conduct community engagement to determine shifting needs and preferences of residents	<p>Key Accomplishments: Community group engagement has been started but roundtable engagement has been met with skepticism.</p> <p>Increased connection with community groups has resulted in additional advertising by community groups each month.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: School survey results received and being inputted to electronic copies.</p> <p>Challenges: A proper collection path for seniors.</p> <p>Next Steps: Checking on seniors needs and wants post covid is the next step.</p> <p>Key Accomplishments: School survey was distributed in late November 2022 and 2 of the 4 local schools have responded.</p> <p>Challenges: Determining the best method to engage with local high school students.</p> <p>Next Steps: Once the 4 schools have responded use the data to compare against current infrastructure and program delivery models.</p> <p>Key Accomplishments: Contact has been made with the schools about a school based survey for students. Strategizing about how to distribute a general community survey and an age friendly survey is underway.</p> <p>Challenges: Having no traditional distribution list for town residents presents a roadblock to a simple survey being distributed to community members.</p> <p>Next Steps: Picking a distribution method for the survey and developing a limited scope survey that will take 5 minutes to complete.</p>		<p>30%</p> <p>30 / 100%</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Director	Communication and Engagement	<p>Improve the use of technology to support participation and aminate spaces</p>	<p>Key Accomplishments: Initial conversations with facility booking and data management groups occurred during September.</p> <p>Challenges: With a limited number of spaces available there has been little interest in quoting for management of our facilities booking.</p> <p>The limited budget available will limit how much can be spent on a data management system and will limited engagement from community groups the value of that program is hard to gauge.</p> <p>Next Steps: Continued engagement with community groups to build trust.</p>		<p>85%</p> <p>85 / 100</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Program Coordinator	(REC) Community Vitality Community Vitality Communication and Engagement	→ Provide an interactive online Grand Bay – Westfield Parks and Recreation Activity Guide	<p>Key Accomplishments: The first draft of the activity guide is expected before the holidays and the final copy will be published in the first quarter of 2024.</p> <p>The guide will compliment the updated town website, online map and other resources provided by the town to support direct and indirect recreation activities.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Structure of online guide has been sourced and work has started on a semi annual guide for recreation.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Addition of online events calendar has simplified information distribution for the residents.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Combination of community group programming and resources for community groups.</p> <p>Key Accomplishments: Continued improvements to the town website, town map and recreation based pages has improved the user experience online. The recreation facebook page has been aligned with the Communications department to improve consistency of information about events etc.</p> <p>Challenges: Overall engagement with the website and facebook page is low. Developing consistent following is required to justify increased investment in improved websites.</p> <p>Next Steps: Work the communications director on improved visibility of the various recreation platforms.</p>		80% 80 / 100%
Recreation Program Coordinator	(REC) Community Vitality Community Vitality Communication and Engagement	→ Research the potential for a new data management system to better maintain and utilize comprehensive data on community partners and stakeholders	<p>Key Accomplishments: The online booking software provider has been selected and the town is in the final stages of signing an agreement in partnership with the RVCC for implementation in early 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: RVCC is reviewing the needs of the arena for online management. The CFO for the town is reviewing a potential municipal management tool that has associated apps for recreation management. Both options will be explored as potential solutions.</p>		90% 90 / 100%

Owner	Strategic Priority	Monthly Update	Task	Current Compl...
		<p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: N/A</p> <p>Challenges: RVCC has announced the resignation of the General Manager and this process will require the involvement of the GM.</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Of the 6 vendors engaged only 2 provided formal quotes for services and the process has stopped pending a review conversation with the RVCC about their needs for a similar system.</p> <p>Challenges: The limited inventory available for rental within the Town's control has limited the interest in standard booking programs.</p> <p>Next Steps: Detailed conversations with the RVCC about their rink booking system needs and whether adding the significant inventory within the rink will allow for a better engagement by potential providers.</p> <p>Key Accomplishments: 6 different vendors were engaged during the research phase. 2 different quotes have been submitted but waiting on a 3rd before determining next steps.</p> <p>Challenges: The limited number of facilities that are available for rental makes the vendors hesitate to partner with the Town and/or the quotes are so high that it not a good value add for the Town if only the Recreation Department is going to use the technology.</p> <p>Next Steps: Wait on the 3rd quote, minimum, and then determine with the Recreation Director next steps.</p> <p>Key Accomplishments: Meetings have been held with 4 potential providers and a 5th is under review.</p> <p>Challenges: We have limited inventory of rental space (4 rooms and 3 ball diamonds) making the contract with our group a limited priority.</p> <p>Next Steps: A feasibility review on whether the investment in a booking system would be of value to a community with our venue limitations.</p>		

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Director	Communication and Engagement	Incorporate the use of technology to support relevant data collection	<p>Key Accomplishments: The online booking system has been selected in partnership with the RVCC to save on spending for both the Town and the RVCC.</p> <p>Implementation of the online booking system is ongoing with a goal towards going live in the first quarter of 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: A full review of possible data management systems has led to the determination that it would not be worth required spend given the limited inventory of space. The data management for a booking system would help with the collection of contact information for space users and help in the development of a town wide distribution path for information.</p> <p>Challenges: Limited inventory of spaces makes the decision to spend resources on a booking system.</p> <p>Next Steps: The RVCC is going to be looking at a booking system and partnering on the project could be beneficial to both parties. A review of this will take place before a final decision on booking system engagement. The Age Friendly Committee has strategized how to develop a contact list and will be implementing over the next 3 months.</p> <p>Key Accomplishments: Booking management software is under review.</p> <p>Discussions with the communications coordinator and Fire Chief around potential distribution list methods has started.</p> <p>Challenges: Limited spaces means limited engagement by traditional space providers.</p> <p>Next Steps: Determine if it is financially responsible to engage a facility booking software or to modify the current manual process for efficiencies.</p> <p>Reviewing the new emergency management system for whether it can accomplish email distribution for non-emergency purposes.</p>		75% 75 / 100
Recreation Director	Optimization of Services and Facilities	Maximize use of existing facilities			60% 60 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Director	(REC) Community Vitality Community Vitality Optimization of Services and Facilities	↳ Develop an outdoor recreation feasibility study for a community beach and hand launch	<p>Key Accomplishments: Any additional work on hand launch and/or public beach access will be on hold pending a decision on the Lonewater Farms project or direction from the Town that a new location / project should be developed.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: A hand launch location has been identified in Lonewater Farms but release of the land to the Town is yet to be determined by GNB.</p> <p>To date no public beach location has been identified due to the lack of land owned by the town with water rights that does not border onto private land.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: No action expected in 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Admin deferred to 2023.</p> <p>Key Accomplishments: - Admin has deferred until 2023 pending clarification of land available due to local governance reform</p> <p>Challenges: - there is no good beach front property readily available for the Town to repurpose for public use - there are costs for this including ongoing operations such as lifeguarding</p> <p>Next Steps: - identify if the beach front access is a community need - a feasibility study would need to be completed</p>		100% 100 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Director	Optimization of Services and Facilities	Leverage resources to expand and improve service delivery	<p>Key Accomplishments: The Community Vitality Committee, in partnership with new committee members and external partners, continues to slowly expand program offerings, courses and special events in the community. Recent examples include the new relationship with Brilliant Labs on tech based programs, a babysitting course, Winterfest at 4 Corners and Sciencefest.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Continued review of resources that it takes to make town controlled space free and a review of the RVCC strategic plan to explore how they can involved in indirect program hosting.</p>		<p>67%</p> <p>66.67 / 100</p>

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Director	(REC) Community Vitality Community Vitality Optimization of Services and Facilities	↳ Ensure all activity spaces and rooms do not have specific labels (e.g., youth/senior room)	<p>Key Accomplishments: Final room name change, to the Seniors Resource Center, was made to the River Valley Room in August 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: BACKGROUND The Parks & Recreation Comprehensive Master Plan has an objective to “Ensure all activity spaces and rooms do not have specific labels” to maximize usage</p> <p>COMMENT</p> <p>The Grand Bay – Westfield Seniors Room has the appearance of being a restricted space based solely on the name and historical usage.</p> <p>Staff recommended the room name change to the River Valley Room.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Town Council approved the name change at the Monday July 10/23 Council meeting</p> <p>11. C) Renaming of Meeting Place</p> <p>That the Council of the Town of Grand Bay-Westfield approve the name change of the Grand Bay–Westfield Seniors Room to the River Valley Room, effective July 10, 2023.</p> <p>Motioned by: Deputy Mayor Toole</p> <p>Seconded by: Councillor Burpee Carried</p> <p>Key Accomplishments: Looking to start in June after school survey result have been completed.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Review school survey results.</p>		100% 100 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Director	Optimization of Services and Facilities	Update policies and procedures to strengthen the planning and delivery of parks and recreation services	<p>Key Accomplishments: Parks & Recreation Services Policy, Facility Allocation Policy and Community Events Policy were approved by council in April 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Review operations to create additional policies to guide department decisions and create continuity in the event of department turnover.</p> <p>Key Accomplishments: First draft of a Parks & Recreation Services Policy, Facility Allocation Policy and Community Events Policy.</p> <p>Challenges: There are limited policies available in the Greater Saint John region amongst our regional partners.</p> <p>Next Steps: Review the first 3 policies with the Recreation Director before presentation to the CAO.</p>		100% 100 / 100
Recreation Director	Optimization of Services and Facilities	→ Grant Policy should be revised and updated	<p>Key Accomplishments: Community Grant Policy updated in late 2022 and approved by council in early 2023.</p> <p>The policy has been used for the review of the spring and fall community grant applications for 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100
Recreation Program Coordinator	Partnership	Support community groups to build organizational and leadership capacity	<p>Key Accomplishments: Responses have been received from only 2 community groups regarding the master plan and discussions on future engagement. Both groups have been met with and one has engaged in their strategic plan discussion.</p> <p>Challenges: Lack of response from the community groups.</p> <p>Next Steps: Further attempts at one on one contact.</p> <p>Key Accomplishments: Engagement with community groups has been attempted through master plan review, offers or promotional support and offer to run a community groups registration evening.</p> <p>Challenges: Limited engagement from community groups in the form of responses about assistance or feedback on the event.</p> <p>Next Steps: Continued contact with community groups is necessary and identifying gaps in their programming will be key to building trust worthy relationships that allow for assisting in building capacity.</p>		40% 40 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Program Coordinator	Partnership	Establish a Recreation Committee to facilitate the sharing of resources and information, and coordinate advocacy			30% 30 / 100
Recreation Program Coordinator	(REC) Community Vitality Community Vitality Partnership	↳ Develop resources and tools to support community groups and partners	<p>Key Accomplishments: The online recreation guide will provide additional visibility to community groups. Increased transparency on the community grants to support the additional funding within the community grant program will provide more support to community groups.</p> <p>The CAO and CFO have worked with our 2 largest recreation partners (RVCC and WWRA) on reducing insurance costs to help support their long term stability.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: August 2022 - Communication on the roundtable has begun but it will be scheduled for the fall once community groups and volunteers have returned from the summer break.</p> <p>September 2022 - Communication has gone out to all local and regional providers to provide feedback on the Master plan in either a 1 on 1 format or a larger feedback meeting.</p> <p>Challenges: September 2022 - Responses from community groups have been limited with regards to Master Plan engagement. Only 1 group has responded with interest in the feedback round.</p> <p>Next Steps: September 2022 - Follow-up with local community groups for 1 on 1 feedback sessions will take place over the next month.</p>		30% 30 / 100%
Recreation Program Coordinator	Partnership	Develop effective and clear working procedures to guide community partnerships	<p>Key Accomplishments: Development of departmental, facility allocation and event policies is a first step in the overall community group policies.</p> <p>Challenges: Limited engagement from community groups will make it difficult to develop a policy that represents the needs of the community groups.</p> <p>Next Steps: Spring engagement with local community groups on a one on one basis.</p>		30% 30 / 100
Recreation Director	Sustainability	Encourage innovation in recreation staff and all community partners			100% 100 / 100

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Director	(REC) Community Vitality Community Vitality Sustainability	→ Establish strategies and procedures to ensure public safety and functionality of parks	<p>Key Accomplishments: The What We Heard Report completed by RC Strategies for the Grand Bay-Westfield Comprehensive Parks and Recreation Master Plan was reviewed to see what the level of satisfaction was for safety of Parks. Survey Respondents share their level of satisfaction with the current state of parks and recreation facilities, spaces and programs. The majority of respondents agreed that parks (68%), trails (69%), and recreation facilities (53%) are generally well maintained.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: To continue to monitor and inspect Parks and Recreation areas to identify any safety concerns.</p>		100% 100 / 100%
Recreation Director	Sustainability	Employ leading sustainable practices to operations and facilities management			40% 40 / 100
Recreation Director	(REC) Community Vitality Community Vitality Sustainability	→ Develop a Facility and Field Allocation Policies to ensure effective and efficient use of Town resources for ballfields	<p>Key Accomplishments: A recreation service policy, community events policy and facility allocation policy were approved by council in early 2023 to help guide allocation of all facilities, including ball fields.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: The Staff Administrative report proposed aligning the fees from the Brundage Point River Centre and the Grand Bay-Westfield Community Centrum based on information in the recently adopted the Parks and Recreation Comprehensive Master Plan, to make the fees more equitable and inclusive.</p> <p>Town Council approved the Proposed Aligned Rental Fees for the Brundage Point River Centre and the Grand Bay-Westfield Community Centrum at the Monday November 8, 2021 Council meeting:</p> <p>Motioned by: Councillor Balemans Seconded by: Deputy Mayor Toole Carried</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: This policy may be reviewed every four years so due for review again in 2025.</p>		100% 100 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Recreation Director	(REC) Community Vitality Community Vitality Sustainability	↳ Research leading sustainable practices to operations and facility management and design	<p>Key Accomplishments: The Recreation Department is a member and receives various articles and information from a variety of resources such as the Municipal Information Network, Canadian Parks & Recreation Association, Recreation New Brunswick and the Fundy Recreation Professional Association.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Articles or information of interest are read and reviewed or shared as appropriate.</p> <p>Key Accomplishments: Attended the Recreation New Brunswick, Knowledge Exchange and Networking Workshops on Wed Oct 26/22 in Oromocto and a number of Parks & Recreation Topics where discussed from practitioners around the province.</p> <p>Challenges: Many communities in New Brunswick expressed the uncertainty that is happening in their communities with Local Government Reform and Regional Service Commission changes. The consensus was that it was difficult to get timely information and it seems to be constantly changing making planning and budgets uncertain.</p> <p>Next Steps: Recreation New Brunswick will be planning future sessions from the input received at the workshops for the annual conference in May 2023 in Dieppe, NB.</p>		100% 100 / 100%
Recreation Program Coordinator	Sustainability	Deliver and design programs and services that are responsive to community needs			0% 0 / 100

COMMUNICATIONS PLAN

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Communications Manager	Place Making and Branding (COMM) Master Plans	Brand Positioning			100% 100 / 100%
Communications Manager	Place Making and Branding (COMM) Master Plans	→ Review the existing Branding Identity and Communication Strategy to develop an internal brand positioning statement.	Key Accomplishments: Communications Manager has worked with Council and Town Administration to create and update the Town's vision, 10-year outcomes, priorities, mandate, values and resiliency metrics. Challenges: No value Next Steps: No value		100% 100 / 100%
Communications Manager	Place Making and Branding (COMM) Master Plans	→ Share this brand positioning statement internally, ensuring that positioning is implemented particularly when communicating the Action Items identified in this Action Plan.	Key Accomplishments: Communications Manager has worked with Council and Town Administration to create and update the Town's vision, 10-year outcomes, priorities, mandate, values and resiliency metrics. These items have been printed and laminated for Town Council and Administration, for their reference. Challenges: No value Next Steps: No value		100% 100 / 100%
Communications Manager	Place Making and Branding (COMM) Master Plans	Brand Messaging			100% 100 / 100%
Communications Manager	Place Making and Branding (COMM) Master Plans	→ Ensure that this brand messaging is implemented particularly when communicating the Action Items identified in this Action Plan.			100% 100 / 100%
Communications Manager	Place Making and Branding (COMM) Master Plans	Audit the existing website to ensure that the content aligns with the established Brand Positioning Statement and Brand Messaging.	Key Accomplishments: Communications Manager continuously ensures that the website content aligns with the established brand positioning statement and brand messaging. Challenges: No value Next Steps: No value		100% 100 / 100%
Economic Development (Unappointed)	(ED) Master Plans Place Making and Branding (COMM) Master Plans	Identify content on the existing website that may need to be updated.			100% 100 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Economic Development (Unappointed)	(ED) Master Plans Place Making and Branding (COMM) Master Plans	Consolidate listings that could be categorized together to simplify user navigation, such as Development Controls and Development Opportunities.			100% 100 / 100%
Economic Development (Unappointed)	(ED) Master Plans Place Making and Branding (COMM) Master Plans	Develop a listing for "Starting or Running a Business in Grand Bay-Westfield," as mentioned above.			100% 100 / 100%
Communications Manager	Place Making and Branding (COMM) Master Plans	Share digital and physical copies with local businesses and organizations.			100% 100 / 100%
Communications Manager	Development Support (COMM) Master Plans	Opportunity Brochure	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <p>Next Steps: Due to Housing Accelerator Fund (HAF) application, the due date for this has been updated to January 2024.</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> Envision SJ has started work that will contribute to this brochure <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%
Communications Manager	Development Support (COMM) Master Plans	→ Use the existing Colonel Nase Boulevard Opportunity Brochure as a framework for an updated Grand Bay-Westfield Opportunity Brochure, that also highlights Colonel Nase Boulevard.	<p>Key Accomplishments: Grand Bay-Westfield Open For Business Infographic was created for developers, real estate agents and stakeholders</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Due to Housing Accelerator Fund (HAF) application, the due date for this has been updated to January 2024.</p>		100% 100 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Communications Manager	Development Support (COMM) Master Plans	↳ Incorporate a digital version of the brochure on the website.	<p>Key Accomplishments: Grand Bay-Westfield Open For Business Infographic was created for developers, real estate agents and stakeholders</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Due to Housing Accelerator Fund (HAF) application, the due date for this has been updated to January 2024.</p>		100% 100 / 100%
Communications Manager	(COMM) BAU Services	Enhance communications per communications strategy	<p>Key Accomplishments: Communications Manager does this on an ongoing basis.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%
Communications Manager	(COMM) BAU Services	Social Media 2023 - Follower Statistics			0% 0 / 100
Communications Manager	(COMM) BAU Services	↳ Follower Statistics - X			0% 0 / 1.06k people
Communications Manager	(COMM) BAU Services	↳ Follower Statistics - Facebook			0% 0 / 1.3k people
Communications Manager	(COMM) BAU Services	↳ Follower Statistics - Instagram			100% 0 / 0 people
Communications Manager	(COMM) BAU Services	↳ Follower Statistics - LinkedIn			100% 0 / 0 people
Communications Manager	(COMM) Smart Growth Smart Growth	Create & implement a marketing plan	<p>Key Accomplishments: Communications Manager developed Communications Plan with an implementation date of January 2024</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Communications Manager working with TSI on Communications/Marketing Plan</p>		97% 97 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Communications Manager	(COMM) Smart Growth Smart Growth	Raise awareness of cultural sensitivity	<p>Key Accomplishments: Communications Manager continuously shares information from Saint John Newcomers Centre and Saint John Local Immigration Partnership (SJLIP)</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%
Communications Manager	(COMM) Smart Growth Smart Growth	Develop information packages on community emergency services for newcomers to our community	<p>Key Accomplishments: These documents are available via Envision Saint John and The Saint John Newcomers Centre</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%
Communications Manager	(COMM) Smart Growth Smart Growth	Create key messages for website and social media posts	<p>Key Accomplishments: Communications Manager continuously creates key messages for website and social media posts.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%
Communications Manager	(COMM) Organizational Capacity Organizational Capacity	Communications plan	<p>Key Accomplishments: Communications Manager has contacted TSI to update Communications Plan.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Communications Manager will work with TSI to update Communications Plan.</p>		50% 50 / 100%
Communications Manager	(COMM) Organizational Capacity Organizational Capacity	Continually enhance website	<p>Key Accomplishments: Communications Manager continuously enhances the website content and appearance.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Currently working with m5 to enhance Town's website homepage</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%

Owner	Strategic Priority	Goal	Monthly Update	Task	Current Compl...
Communications Manager	(COMM) Organizational Capacity Organizational Capacity	Develop an information sheet demonstrating how calls are prioritized	<p>Key Accomplishments: Communications Manager ensures all Town news, notices and events are published on the Town's website, social media platforms, digital sign etc... when appropriate/applicable.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%
Communications Manager	(COMM) Organizational Capacity Organizational Capacity	Review communications strategies of other towns of similar size and demographics	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Communications Manager working with TSI on Communications Plan including this item</p>		100% 100 / 100%
Communications Manager	(COMM) Organizational Capacity Organizational Capacity	Implement system to alert community to local work zones	<p>Key Accomplishments: Communications Manager has created a Traffic Advisory page on the Town's website. Traffic Advisories are posted on this page as well as the Town's social media platforms.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>		100% 100 / 100%

Vision: A welcoming place for all to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

Council Meeting:

January 8, 2024

TITLE: INCENTIVE PROGRAM 2019

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Smart Growth

BACKGROUND

The incentive program implemented in 2019 was reviewed. The result has been the development of a new incentive program for residential development proposed through draft By-Law PD-012 having received first and second reading on November 14, 2023.

COMMENT

The new incentive program, pending funding from Housing Accelerator Fund (HAF), will be implemented retroactively to January 9, 2024. This will ensure that developers can overcome barriers to development they may encounter.

FINANCIAL IMPLICATIONS

The change in program is expected to be revenue neutral.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield support the motion.

MOTION

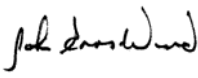
That the Council of the Town of Grand Bay-Westfield repeal the incentive program of November 14, 2019 effective January 8, 2024. And,

CAO COMMENTS

The new residential incentive program funding allocation is dependent on the approval of the Town's HAF application.

APPROVAL

Department Head:

CAO: 

January 5, 2024

Vision: A welcoming place for all to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

COUNCIL MEETING:

January 8, 2024

TITLE: COMMUNICATIONS PLAN

PREPARED BY: BROCC BELDING

DEPARTMENT: COMMUNICATIONS

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

- Organizational Capacity

ATTACHMENTS

- Communications Plan 2024-2026

BACKGROUND

In alignment with the Town of Grand Bay-Westfield Strategic Priority of Organizational Capacity, the Communications Manager worked with Transitional Solutions Inc. (TSI) to formalize an official Communications Plan. The purpose of this Plan is to establish a foundation of a more informed and engaged community, stakeholders, Council and Staff – with proactive and responsive communication that is transparent by being intentionally open and honest.

COMMENT

The Communications Plan directly aligns with the Town’s Strategic Plan and value of transparency.

The Plan outlines:

- The purpose of communications
- The functions of communications
- Audiences
- Goals of transparency, strategy and sustainability
- Challenges
- Communications methods
- Crisis communications

FINANCIAL IMPLICATIONS

\$2,300 for support from Transitional Solutions Inc. This was a 2023 Budget item.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield approve the Communications Plan, for immediate effect.

MOTION


That the Council of the Town of Grand Bay-Westfield approve the Communications Plan, for immediate effect.

Strategic Priorities:

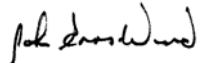
Smart Growth | Organizational Capacity | Community Vitality | Infrastructure and Climate Adaptation

Communications Plan

APPROVAL

Department Head: 

January 2, 2024

CAO: 

January 4, 2024



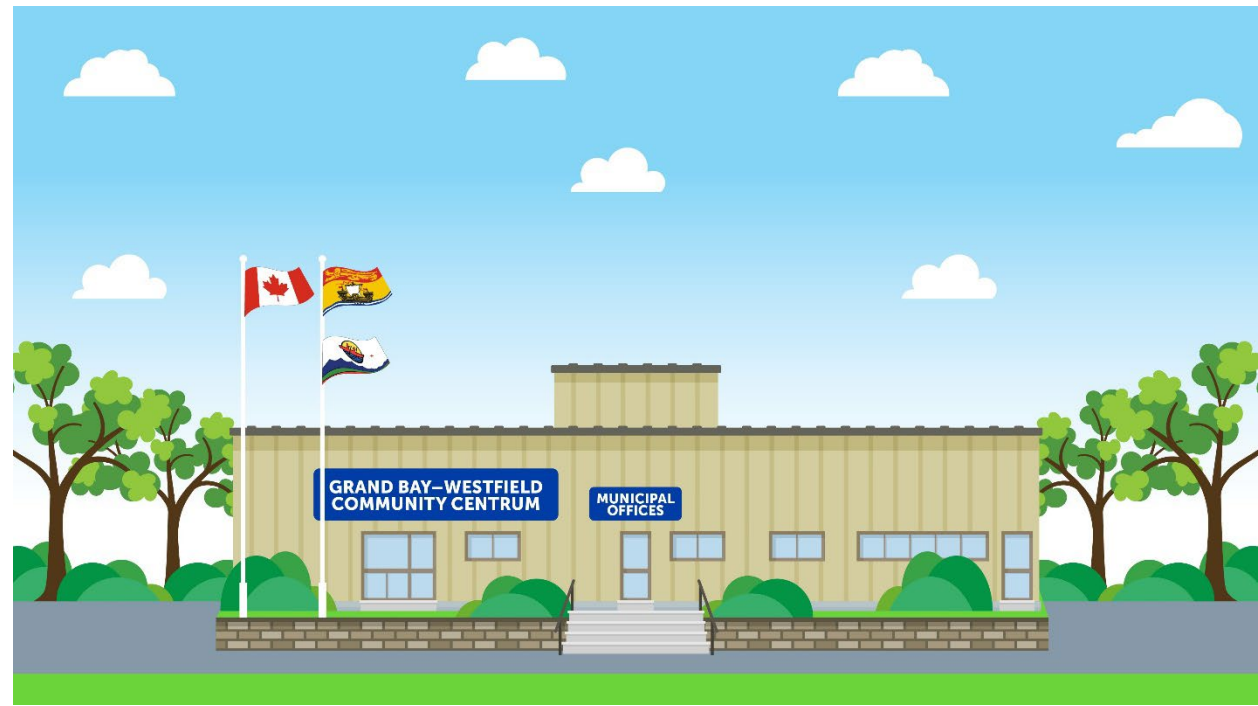
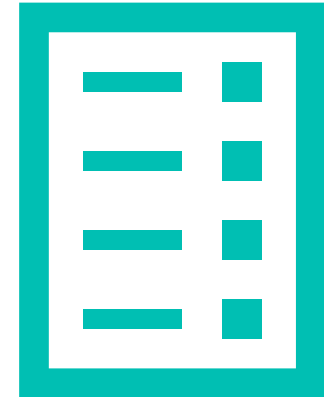
Grand Bay-Westfield
NEIGHBOURS BY NATURE

Communications Plan 2024-2026



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Communications Methods	6
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INTRODUCTION



Recognizing the importance of transparency, the Town of Grand Bay-Westfield hired its first Communications Manager in February 2022.

This document represents the Town's first official Communications Plan. Its purpose is to establish a foundation of a more informed and engaged community, stakeholders, Council, and staff – with proactive and responsive communication that is transparent by being intentionally open and honest. This Plan aligns directly with the Town's Strategic Plan.

Effective, thoughtful communications play a crucial role in each of these priorities succeeding – whether by building a relationship with the community surrounding different initiatives, or by launching campaigns that specifically contribute to them.

Each of these priorities will be supported by transparent, open, and proactive communications.

Transparency

The purpose of this Plan is to establish a foundation of a more informed and engaged community, stakeholders, Council, and staff – with proactive and responsive communication that is transparent by being intentionally open and honest.

VISION	
A welcoming place for all to live, grow and thrive	
10-YEAR OUTCOMES	
Growing the population: 1K Increasing new assessment: \$200M	
PRIORITIES	MANDATE
Smart Growth Organizational Capacity Infrastructure and Climate Adaptation Community Vitality	Facilitating a welcoming and thriving community by: <ul style="list-style-type: none">• Encouraging new assessment growth;• Enhancing organizational capacity;• Establishing proactive infrastructure resiliency;• Furthering climate change adaptation; and• Increasing community vitality.
VALUES	
Understanding Teamwork Honesty Trust RESILIENCY Openness Courage Justice Inclusion Transparency	

COMMUNICATIONS OVERVIEW

PURPOSE

- Fostering an engaged and informed community, Council, staff, and stakeholders
- Strengthening community partnerships
- Supporting Strategic Plan deliverables
- Increasing a positive sense of community pride
- Building a relationship between residents and the municipality

FUNCTIONS

- | | |
|--|---|
| <ul style="list-style-type: none">• External communications• Website and social media• Internal communications• Council support | <ul style="list-style-type: none">• Community engagement• Media relations• Issues management• Branding and marketing |
|--|---|

AUDIENCES

- | | |
|---|--|
| <ul style="list-style-type: none">• Residents• Council• Staff• Businesses• Community groups | <ul style="list-style-type: none">• Diverse communities• Developers and potential investors• Media (web and radio) |
|---|--|



GOALS

TRANSPARENCY

- Increase formalized, strategic citizen engagement.
- Develop and execute a public-facing communications engagement process, to learn how to better communicate with residents.

STRATEGY & SUSTAINABILITY

- Continue website enhancements, ensuring a user-friendly and efficient experience for the Town and residents alike.
- Continue review of branding, including signage, to ensure consistency.
- Implement this new Communications Plan, ensuring it is used as a framework by which Town communications strategies are developed moving forward.
- Provide or secure communications training of relevance for Council and Administration, including but not necessarily limited to media relations and crisis communications.
- Identify options to efficiently track customer service requests, creating a streamlined and consistent process to ensure that requests are addressed in a timely and effective manner.





















CHALLENGES

- Capacity constraints: Department with only one staff member.
- Budget constraints impact the ability to achieve enhanced communications.
- Effectively reaching target audiences.
- Limited media coverage.

COMMUNICATIONS METHODS



	COMMUNICATIONS METHODS					
NEWS	 www.grandbaywestfield.ca					
EVENTS	 www.grandbaywestfield.ca					
EMERGENCY MESSAGING	 www.grandbaywestfield.ca					
VIDEO BROADCASTING						

CRISIS COMMUNICATIONS

ISSUES MANAGEMENT

The first layer of crisis communications typically comes in the form of issues management. This includes a situation that has arisen and from which there is the potential for escalation into a larger emergent situation. However, there is no need to execute widespread crisis communications at this time. There's a problem that requires a strategic but light-handed approach, with planning for communications in the event that escalation occurs. For example, a storm warning is in effect.

RISK COMMUNICATIONS

Escalation of an event has occurred, rising the level of communications required from issues management to risk communications. This requires a higher level of communications output, though still not to the extent of a full crisis. This often requires preparatory communications, in case the situation continues to worsen. For example, the storm is significant, and there are elements present that could further escalate weather to the level of hurricane.

CRISIS COMMUNICATIONS

The elements that feed a crisis (the "risk" phase) have come together, and you are now in crisis. For example, a hurricane is anticipated or approaching, and a shelter-in-place or evacuation order is required. This flow of issue-risk-crisis is a typical path for a developing crisis, though not all crises progress in the same manner. There are times at which an unanticipated event results in the issues and/or risk phases being skipped, though this is not particularly common.

WHAT IS A CRISIS?

A crisis may be anything from a cyber-attack, or a hazardous materials incident, to a natural disaster.

Not all emergent situations are deemed crises, but any incident that requires public communications requires an appropriate level of communications.



EMERGENCY MANAGEMENT

HOW WILL THE TOWN HANDLE A CRISIS?

The Town of Grand Bay-Westfield is in the process of developing a Crisis Communications Plan outlining steps and strategic messaging required for a crisis from beginning to end.

Once implemented, relevant staff members and Council will be trained in crisis communications, to ensure that the Plan can be effectively implemented should an emergent situation take place.

WHO IS INVOLVED IN CRISIS COMMUNICATIONS?

The Chief Administrative Officer (CAO), Communications Manager and Senior Leadership Members will be involved in crisis communications. Mayor, Council, and additional staff may be involved with varying degrees of responsibility, as determined by the CAO.

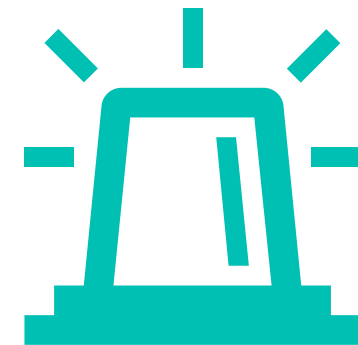
Depending on the nature of the emergent situation in question, it is possible that the Town work collaboratively with partner organizations, who may have their own spokespersons or representatives that will be involved in a communications capacity. This may include organizations such as the fire department, police, and municipal partners, amongst others.

TOWN'S EMERGENCY MANAGEMENT ORGANIZATION

If there is a local or regional disaster, know that you are not alone. Our Emergency Management Organization (EMO) is responsible for emergency planning in the Town of Grand Bay-Westfield. The EMO deals with preparedness, damage mitigation, response, and recovery in the case of a major disaster. The EMO also promotes emergency preparedness for all residents, organizations, and businesses.



EMERGENCY MANAGEMENT



HERE TO HELP

THE TOWN IS ALWAYS HERE TO HELP

For any comments, questions or concerns related to Town matters, facilities, or services, we encourage the community to contact the Town Office directly. The Town also encourages residents to stay informed on Town news, information and events through our official platforms which are the Town's website at www.grandbaywestfield.ca and/or Facebook, Instagram, and X (formerly known as Twitter).

Town Council and Planning Advisory Committee meetings can be viewed on the Town's YouTube channel.

Residents are also reminded to register to receive alerts in the event of emergencies, by visiting the homepage of the Town's website.



Town of Grand Bay-Westfield Contact Information

 (506) 738-6400  (506) 738-6424

 administration@towngbw.ca

 609 River Valley Drive

 Monday to Friday from 9 a.m. - 5 p.m. (excluding holidays)

 www.grandbaywestfield.ca

**TOWN OF GRAND BAY-WESTFIELD
BILLS FOR PAYMENT**

**BILLS FOR RATIFICATION
January 8, 2024**

	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
1	ABLE WINDOW SHINE LTD.	TRANS.	40.25	Window Cleaning
2	ANIMAL RESCUE LEAGUE, SPCA SJ	PROT.SVCS.	345.00	Shelter Services
3	ATCAN DISPLAY LTD.	COMMUNICATIONS	471.50	Town Flags
4	ATLAS COPCO	SEW.REV.	5,602.74	4000 HR Maintenance
5	BARRINGTON, JAMES	GEN.GOV.	34.41	Supplies
6	BELL ALIANT	REC.	59.70	Telephone
7	BELL ALIANT (4) - monthly	GEN.GOV./BLDG	1,494.58	Telephone
8	BELL MOBILITY INC. (5)- monthly	VARIOUS	186.42	Telephone
9	BELL MOBILITY INC. (2)	FIRE/EMO	387.29	Wireless
10	BELL MOBILITY INC. (2)	TRANS/SEW.REV.	312.00	Wireless
11	CARQUEST AUTO PARTS (2)	TRANS.	392.01	Parts
12	CINTAS CANADA LIMITED	GEN.GOV./BLDG.	198.66	Medical Supplies
13	CODIAC PRINTING INC.	TRANS.	1,806.40	Signs
14	CONTROLS & EQUIPMENT LTD.	BLDG.	285.20	HVAC Service
15	CONNOLLY, GREG	TRANS.	116.13	Clothing Allowance
16	COX & PALMER (5)	GEN.GOV.	25,036.47	Professional Services
17	COY, JEFF	TRANS.	140.91	Clothing Allowance
18	COY, JEFF	TRANS.	203.45	Clothing Allowance
19	CUMINGS FIRE & SAFETY	FIRE	3,571.90	Batteries
20	DESIGN ART SIGNS	TRANS.	2,432.08	Decals
21	DH INDUSTRIAL MARINE INC.	TRANS.	724.50	Shaft for Spreader
22	DILLON CONSULTING LIMITED	GEN.CAP.	28,482.49	Professional Services
23	DILLON CONSULTING LIMITED	ENV.DEV.	1,915.79	Professional Services
24	DILLON CONSULTING LIMITED	TRANS.	310.50	Professional Services
25	DONALD, JAMIE	TRANS.	309.31	Clothing Allowance
26	DONALD, JAMIE	TRANS.	73.43	Clothing Allowance
27	DOWNEY FORD SALES	TRANS.	785.93	Repair Shift Linkage
28	DOWNEY FORD SALES	TRANS.	2,144.09	MVI/Repairs
29	FUNDY REGIONAL SERVICE COMMISSION	GEN.GOV.	33,525.25	Cost Sharing - Funding
30	FUNDY REGIONAL SERVICE COMMISSION (2)	ENV.DEV.	10,610.97	Regional Planning Services
31	FUNDY REGIONAL SERVICE COMMISSION	ENV.DEV.	6,518.63	Aquatic Centre Project
32	FUNDY REGIONAL SERVICE COMMISSION	TRANS.	174.31	Refuse-December
33	FUNDY TREE TRIMMING	REC.	747.50	Tree Removal
34	GALBRAITH CONSTRUCTION LTD. (2)	TRANS.	1,435.71	Asphalt
35	GALBRAITH CONSTRUCTION LTD.	TRANS.	152,987.62	Cert. No. 1- Designated Highway
36	GAULT, BRUCE	TRANS.	339.05	Clothing Allowance
37	GAULT, BRUCE	TRANS.	214.78	Supplies - BBQ
38	GAUTREAU, TROY	FIRE	717.70	Supplies - Chief's Breakfast
39	GENERATIONS SEPTIC SOLN'S INC.(2)	SEW.REV.	6,612.50	Flusher/Vacuum Truck Rental
40	G.LEBLANC FIRE TRUCK REPAIR LTD.	FIRE	293.25	Repair E2 - Shifting Issue
41	GOVERNMENT FRAMEWORKS.COM	GEN.GOV.	36,800.00	Cascade License/Training
42	HERITT, SHELDON	FIRE	170.73	Supplies - BBQ
43	HUB INTERNATIONAL ATLANTIC LIMITED	BLDG.	64.00	Insurance - Generator
44	INGRAHAM, DAVID	TRANS.	168.43	Clothing Allowance
45	INGRAHAM, DAVID	TRANS.	114.91	Clothing Allowance
46	INGRAHAM, DAVID	TRANS.	64.37	Clothing Allowance
47	IRON MOUNTAIN	GEN.GOV.	181.60	Shredding
48	IRVING ENERGY	FIRE	1,433.46	Propane
49	ISPIRE-INSPIRED TECHNOLOGIES LTD.	GEN.GOV.	4,896.85	IT Services
50	ISPIRE-INSPIRED TECHNOLOGIES LTD.(2)	FIRE	2,576.36	IT Services
51	KEEL CONSTRUCTION LTD.	GEN.GOV.	4,398.75	Salt - Trucking
52	KIRKLAND MELANSON'S PORTABLE TOILETS	REC.	345.00	Rental - Toilets
53	LINDE CANADA INC.	FIRE	176.88	Oxygen
54	LITTLE, LESTER	SEW.REV.	7,500.00	Annual Aerator Diffuse/Maint.
55	MARITIME PEAK APPAREL	GEN.GOV.	400.00	Social Media Workshop
56	MINISTER OF FINANCE (2)	ENV.DEV.	240,381.50	Dog Control/Solid Waste
57	MPWWA	SEW.REV.	345.00	Membership 2024
58	MYLES HOME HARDWARE	SEW.REV.	95.74	Supplies
59	NB POWER- monthly	TRANS.	11,245.69	Power
60	NB POWER- monthly (7)	BLDG./SEWREV	1,564.43	Power
61	NB POWER - monthly (7)	SEW.REV.	577.37	Power

**BILLS FOR RATIFICATION
January 8, 2024**

	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
62	NB POWER- monthly (6)	SEW.REV.	664.73	Power
63	NB POWER - monthly (9)	VARIOUS	6,142.51	Power
64	NB POWER - monthly (6)	SEW.REV.	2,102.77	Power
65	NB POWER - monthly (3)	BLDG./FIRE	1,417.36	Power

**TOWN OF GRAND BAY-WESTFIELD
BILLS FOR PAYMENT**

66	NB POWER - monthly (2)	REC./BLDG.	554.34	Power
67	NB POWER - monthly (7)	VARIOUS	800.97	Power
68	NB SOUTHERN RAILWAY (2)	TRANS.	1,150.00	UG Pipe Agreement
69	NOSE & GRINDSTONE	GEN.GOV.	517.50	Poster/Holiday Card
70	NORTHERN BUSINESS INTELLIGENCE	TRANS.	698.63	GPS Monitoring
71	NOVA FIRE EQUIPMENT	FIRE	1,101.70	Hose/Couplings
72	PARTS FOR TRUCKS	TRANS.	484.31	Parts
73	PARTS FOR TRUCKS	TRANS.	3,258.16	MVI/Repairs
74	PCS SALES CANADA LTD. (8)	GEN.GOV.	15,365.42	Salt
75	QUALITY AGGREGATES	TRANS.	119.35	Gravel
76	RATHBURN, KARL	TRANS.	114.99	Clothing Allowance
77	RESONANCE INC.	LEGIS.	4,580.80	Mediation Services
78	RFS CANADA	GEN.GOV.	473.15	Rental - Photocopier
79	RIVER VALLEY FOOD BANK	CUL.DEV.	200.00	Santa Claus
80	RIVER VALLEY MIDDLE SCHOOL	CUL.DEV.	2,000.00	Halls of Terror
81	SAINT JOHN LABORATORY SERVICES LTD.	SEW.REV.	494.50	Water Testing
82	SAVOY, ANN	PROT.SVCS.	1,825.31	Dog Control Services
83	SCHOLTEN'S GRAND BAY LTD.	FIRE	131.52	Supplies
84	SCHRICK'S PLUMBING LTD.	BLDG.	105.80	Winterize Outside Taps
85	SCHRICK'S PLUMBING LTD.	SEW.REV.	424.09	Installing UV Light
86	SCOTIABANK VISA	VARIOUS	6,432.92	Supplies, Etc.
87	- Woodchucks - 1150.00			
88	- Air Canada - 1296.01			
89	SCOVIL, HEATHER	CUL.DEV.	200.00	Christmas Tree
90	SERVICE NB (2)	GEN.GOV.	170.00	By-Law Registrations
91	SOBEYS- FOODLAND	TRANS.	127.80	Cases of Water
92	SOBEYS- FOODLAND	FIRE	281.43	Supplies
93	SOBEYS- FOODLAND	TRANS.	33.44	Gift Card
94	SOBEYS- FOODLAND	TRANS.	38.68	Supplies
95	SOURCE ATLANTIC LIMITED	TRANS.	242.23	Drill Bit Set
96	STAR-KEY ENTERPRISES LTD.	TRANS.	1,318.03	MVI/Repairs
97	STRESCON LIMITED	TRANS.	4,673.14	Concrete Pipe
98	SUBWAY	FIRE	66.05	Platter
99	TELUS	FIRE/BLDG/TRANS.	818.81	Telephone
100	THE CRITTER GITTER (2)	FIRE	281.75	Pest Control Services
101	ULINE CANADA CORP.(2)	COMMUNICATIONS	3,578.88	Storage Cabinet
102	UNIVERSAL SALES (2)	TRANS.	909.82	Repair Fan/Thermostat Controls
103	UNIVERSAL SALES	TRANS.	412.78	Diagnose/Repair Engine Light
104	UNIVERSAL SALES	FIRE	198.13	Repair Heating Issue
105	UNIVERSAL SALES	TRANS.	2,030.91	Repairs - Power Steering Box
106	UNIVERSAL SALES	TRANS.	1,584.18	Repairs - Check Engine Light
107	WILSON'S SECURITY	BLDG.	76.07	Alarm System Monitoring
108	WSP E&I CANADA LIMITED	TRANS.	2,990.00	Weather Forecasting Services
109	YELLOW PAGES	GEN.GOV.	35.77	Advertising
	BILLS FOR RATIFICATION		676,770.21	
	TOTAL BILLS FOR PAYMENT		676,770.21	

From: [Brittany Merrifield](#)
To: [John Enns-Wind](#); [Nicole Goddard](#)
Subject: Fwd: Regarding the upcoming drydocking of the MV Madeleine II
Date: December 21, 2023 8:50:15 AM
Attachments: [image002.png](#)
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[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)

Brittany Merrifield (She,Her,Hers)
Mayor, Town of Grand Bay-Westfield



Office: 506-738-6400 | Fax: 506-738-6424
PO Box 3001 | Grand Bay-Westfield | NB | E5K 4V3
www.grandbaywestfield.ca



Any correspondence with the employees, agents, or elected officials of the Town of Grand Bay-Westfield may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act of the Province of New Brunswick.

Begin forwarded message:

From: "Minister of Transport / Ministre des Transports (TC)" <TC.MinisterofTransport-MinistredesTransports.TC@tc.gc.ca>
Date: December 20, 2023 at 2:41:50 PM AST
To: akennedy@quispamsis.ca
Cc: Rob.Moore@parl.gc.ca, mayor.doucet@hampton.ca, Brittany Merrifield <mayormerrifield@towngbw.ca>
Subject: **Regarding the upcoming drydocking of the MV Madeleine II**

CAUTION: External sender

December 20, 2023

Your Worship Libby O'Hara
Mayor
Town of Quispamsis

c/o Aaron Kennedy
Acting Chief Administrative Officer
akennedy@quispamsis.ca

Good day:

Thank you for your letter of November 22, 2023, regarding the upcoming drydocking of the *MV Madeleine II*.

Ferry service is essential for Canadians living in Eastern Canada—tourists, residents, and businesses need to have safe and reliable travel options. The *MV Madeleine II*, operating on the Souris–Îles-de-la-Madeleine route, is scheduled for mandatory drydocking in 2024 for an estimated time of six to eight weeks.

Ferries are required to undergo regularly scheduled drydocking twice every five-year period to maintain certification. The duration of a drydocking varies depending on the condition and specific needs of each vessel. Drydocking allows for the maintenance and inspection of key parts that are constantly in contact with water, as well as for other work to be carried out to prevent any unforeseen mechanical issues.

As I recently announced, Transport Canada will not be re-deploying the *MV Fundy Rose* to the Souris–Îles-de-la-Madeleine route during the drydocking of the *MV Madeleine II*.

The department recognizes the importance of the ferry service to the Îles-de-la-Madeleine. The approximately 13,000 permanent residents of this remote community rely on the ferry for the transportation of people and goods to and from the islands. We continue to work with the ferry operator, CTMA, to minimize any potential service disruptions during the upcoming drydocking period.

Thank you again for writing.

<!--[if !vml]--><!--[endif]-->Sincerely,

The Honourable Pablo Rodriguez, P.C., M.P.
Minister of Transport and Quebec Lieutenant

c.c. The Honourable Rob Moore, P.C., M.P.
Fundy Royal

Your Worship Robert Doucet
Mayor, Town of Hampton

Your Worship Brittany Merrifield
Mayor, Town of Grand Bay-Westfield

A handwritten signature in black ink, appearing to be 'Brittany Merrifield', written in a cursive style.



December 6th, 2023

Mayor Brittany Merrifield
Town of Grand Bay-Westfield
P.O. Box 3001
Grand Bay-Westfield, New Brunswick E5K 4V3

Honourable Mayor and Council,

Communities in Bloom is a non-profit, charitable, Canadian organization committed to fostering civic pride, environmental responsibility, and beautification through community engagement and the challenge of friendly competition.

The program nurtures involvement and action by citizens of all ages, municipal governments, local organizations, institutions, not-for-profits and businesses. It strives to improve the tidiness, appearance, and visual appeal of our neighborhoods, parks, open spaces, and streetscapes through the imaginative use of flowers, plants and trees.

A focus on environmental awareness and the preservation and conservation of the cultural, natural, and built heritage elements are also an integral pillars to the success of the program.

We invite your community to explore the program, experience Canadian community pride, and enjoy the benefits of people, plants and pride...growing great places together, by participating in the 2024 Communities in Bloom program.

In the past few years, significant changes have occurred in society's expectations for, and usage of, our outdoor environments. We encourage you to join communities across the Atlantic provinces and Canada to develop:

- **civic pride**
- **mitigate and adapt to the impacts of climate change**
- **enhance green spaces**
- **strengthen neighborhoods** and
- **increase investment opportunities and tourism**

Your community will receive **invaluable feedback from a professional team of experienced, volunteer judges** who will provide you with a comprehensive report of observations and recommendations to serve as a **template for continuous improvement** following their visit.

7856 5th Line
South,
Milton, ON
L9T 2X8

T 514 694-8871

E-Mail/Courriel : bloom@cib-cef.com
Web Site : www.communitiesinbloom.ca
Site Internet : www.collectivitesenfleurs.ca

 [cibcef](https://twitter.com/cibcef)
 [communitiesinbloom](https://www.facebook.com/communitiesinbloom)
 [@cibcef](https://www.instagram.com/cibcef)



How to Participate in Communities in Bloom

www.communitiesinbloom.ca

Growing Great Places Together

THE PROGRAM

Communities in Bloom is a volunteer and partnership-driven charitable organization that uses a multi-tiered competitive evaluation process to foster community strength, involvement and continuous improvement. This is accomplished by nurturing environmental sustainability, enhancements of green spaces, and heritage conservation, in cultural and natural environments encompassing municipal, residential, commercial, and institutional spaces. National beautification programs have flourished in Europe – including Great Britain, France and Ireland – for decades, and were the inspiration for Communities in Bloom.

The program began in 1995 with 29 Canadian communities and has grown to improve the quality of life in hundreds of participating communities in the provincial, national and international editions.

All communities are invited to participate in the provincial or national editions, within their population category. Trained volunteer judges travel across Canada during the summer to evaluate communities and the overall contributions of municipality, businesses & institutions and residents, including volunteer efforts in regards to the following criteria:

Community Appearance reflects an overall effort by the municipality, businesses, institutions and the residents throughout the community to create great first impressions and a sense that there is continuous attention and upkeep to critical elements of a community that benefit quality of life and economic vitality. Elements for evaluation are: parks and green spaces, medians, boulevards, sidewalks, streets; municipal, commercial, institutional and residential properties; ditches, road shoulders, vacant lots, signs and buildings; weed control, litter clean-up, graffiti prevention/removal and vandalism deterrent programs..



Tignish, PE

Tree Management Woodlands, Canopy Management, Urban and Rural Forestry includes the efforts of the municipality, businesses, institutions and residents with regards to written policies, by-laws, standards for tree management protection (selection, planting, and maintenance), long and short-term management plans, tree replacement policies, pollinator-friendly tree selection, tree inventory including heritage, memorial, and commemorative trees, and Integrated Pest Management (IPM) programs.

Environmental Action pertains to the impact of human activities on the environment and the subsequent efforts and achievements of the community with respect to: environmental stewardship, policies, by-laws, programs and best practices for waste reduction and landfill diversion, composting sites, landfill sites, hazardous waste collections, water conservation, energy conservation, and activities under the guiding principles of sustainable development pertaining to green spaces.



Grand-Falls Windsor, NL

Landscape includes planning, design, construction and maintenance of parks, green spaces and cemeteries suitable for the intended use and location on a year-round basis. Elements for evaluation include native and introduced materials; biodiversity, materials and constructed elements; appropriate integration of hard surfaces and art elements, use of turf and groundcovers. Landscape design should harmonize the interests of all sectors of the community and provide safe and secure public spaces. Standards of execution and maintenance should demonstrate best practices, including quality of naturalization, use of groundcovers and wildflowers along with turf management.

Heritage Conservation includes efforts to preserve and protect both natural and cultural heritage within the community. Preservation of natural heritage pertains to policies, plans and actions concerning all elements of biodiversity including flora and fauna ecosystems and associated geological structures and formations. Cultural conservation represents the "persona" of a community and refers to the heritage that helps define the community including the legacy of tangible elements such as heritage buildings, monuments, memorials, cemeteries, artifacts, museums and intangible elements such as traditions, customs, festivals and celebrations.



Chipman, NB

Plant and Floral Displays evaluates the efforts of the municipality, businesses, institutions and residents to design, plan, execute, and maintain plant and floral displays of high-quality standards. Evaluation includes the design and arrangements of flowers and plants (annuals, perennials, bulbs, ornamental grasses, edible plants, water efficient and pollinator friendly plants) in the context of originality, distribution, location, diversity and balance, colour, and harmony. It also pertains to flowerbeds, carpet bedding, containers, baskets and window boxes.

PROGRAM COMMITMENT

The participating communities have a responsibility to:

- Involve the entire community to participate (with the support of municipal council)
- Prepare for the judging during the summer
- Provide lodging for 1 or 2 nights for 2 judges.
- Provide transportation for the judges to and from the nearest airport/train station.
- Attend the Provincial and/or National awards ceremonies if budget permits it.
- Pay a registration fee, based on population categories and level of competition.

THE JUDGES' VISIT – USEFUL TIPS

- Prepare information that addresses all criteria in the evaluation form.
- Make good use of the time spent by the judges in your community, to benefit from their expertise.
- The judges' itinerary should include all of the criteria.
- Provide the judges with the opportunity to interact with key individuals and network in your community.
- Let them see that you are proud of your achievements.

AWARDS CEREMONIES

The Provincial Awards Ceremonies are held in the fall and include presentations and awards to all participants along with the judges' feedback.

The National Awards Ceremonies is held in the fall, in conjunction with the National Symposium on Parks and Grounds. All National Finalists are encouraged to attend. The communities are showcased by means of community exhibits and promotional material.

PROMOTIONS

www.communitiesinbloom.ca: CiB's website gives visibility to our participants in the NewsComm and Explore our Communities section of our website. The website also includes a resource centre featuring information from sponsors and communities along with electronic copies of our magazines.

Social Networks: CiB participants are welcomed to send us updates, news and photos to post on our Facebook, Twitter and Instagram pages:

www.facebook.com/communitiesinbloom

www.twitter.com/cibcef www.instagram.com/cibcef/

Within the context of climate change and environmental concerns, all communities involved in the program can be proud of their efforts, which benefit all of society.



**Communities in Bloom
National Office**
7856 Fifth Line, Milton, ON
L9T 2X8
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 [cibcef](https://www.instagram.com/cibcef)

Major Sponsor



Founding Sponsor



National Sponsors



Teck



Partners





®

Rainbow
Registered

Arc-en-ciel
Officiel

Welcome to the family!

On behalf of the entire team at *Canada's 2SLGBTQI+ Chamber of Commerce* (CGLCC), we are pleased to welcome you as a *Rainbow Registered* accredited business.

Enclosed, you will find the window decal and accompanying program card.

If you haven't yet, log into your account at cglcc.ca to download your certificate. After signing in, click on the Member Dashboard and then the *Rainbow Registered* icon.

You can find the *Rainbow Registered* consumer website and accredited business directory at rainbowregistered.ca and for the latest program updates, please follow our social media channels on Instagram, LinkedIn, Twitter, and Facebook, and be sure to mention us in your posts using [@RainbowRegistered](https://www.instagram.com/RainbowRegistered).

Our monthly *What's the Buzz* sessions provide an opportunity to connect with the *Rainbow Registered* community and stay informed about program updates. Visit the CGLCC website's events page to sign up for an upcoming meeting (cglcc.ca/events).

We are eager to collaborate with you in maintaining a strong commitment and consistent efforts to ensure your customer and employee satisfaction through innovative policies and practices.

If you have any questions, feel free to reach out to the office at rainbowregistered@cglcc.ca.

Sincerely,

Spencer Toth (he/him)
Program Manager
CGLCC



December 13, 2023

Dear UMNB members,

I wanted to provide you an update on a potential change in the municipal landscape in New Brunswick. As a follow up to resolution U-22-02 (strengthening communities) adopted by the membership in at the 2022 AGM, Union of Municipalities of New Brunswick (UMNB) has entered discussions with the Cities of New Brunswick Association (CNBA) on how we could build a stronger partnership and association to work on behalf of all municipalities.

This summer, the CNBA requested a proposal from UMNB on how this collaboration would work should the CNBA fully join our Union. The board approved the proposal which was communicated to the CNBA members this fall. The proposal rests on the strengthening the cities zone that currently exists within UMNB and turning it into what we are calling an Urban Municipal Caucus. New Brunswick is the only province in Canada that has three municipal associations and the presence of the three associations has sometimes challenged our advocacy push to the provincial government and created mixed results for municipalities of all sizes. Our urban members have unique challenges that require meaningful solutions. The strengthening of our city zone will allow for better discussions at the caucus table and our board table. This process is the same as how our board currently works where zones layout priorities and bring them to the board and membership for further discussion. I believe that having the cities in one association will allow the UMNB to do more for urban and rural municipalities alike. UMNB remains the only association that is open to municipalities of all types.

As UMNB approaches its 30th anniversary, it is a good time to reflect on what we have accomplished and where we need to go in the next 30 years. Our association already counts six of the eight cities in its membership and the creation of the Urban Municipal Caucus (UMC) will provide for more meaningful advocacy for our urban members but will also open doors for our rural members as well and vice versa. One of the needs outlined in UMNB's strategic plan is for a review of the governance structure in light of local government reform. The proposed addition of the UMC dovetails with the workplan laid out for the year ahead. There will be many opportunities for all members to engage in this process to help build the association they want to see in the future. Regardless of member type, the goal of UMNB remains the same, it is to ensure strong representation for all communities in New Brunswick.

There is strength in numbers and with more municipalities in the association, speaking with one voice, we can make greater progress on the issues that matter to our



communities and residents. If you have any questions or would like to discuss this further, please don't hesitate to reach out to me, our staff or your zone directors.

Sincerely,

A handwritten signature in black ink that reads "Andrew Black". The signature is written in a cursive, flowing style.

Andrew Black, President
Union of Municipalities of New Brunswick

CC: UMNB Board of Directors

December 19, 2023

Mrs. Tamara Kelly, Chair
Saint John Board of Police Commission
executivedirector@onechange.ca

Mrs. Donna Noade Reardon
Mayor of Saint John
mayor@saintjohn.ca

Mrs. Brittany Merrifield
Mayor of Grand Bay-Westfield
mayormerrifield@towngbw.ca

Mayors and Chair:

It was brought to my attention that some changes were made during the Local Governance Reform process to allow for adjustments of municipal boundaries to properly align with property lines.

The property located at 3701 Westfield Road in Grand Bay-Westfield was one of those properties, where the municipal line was crossing through and dividing the property between the entities of Grand Bay-Westfield and the City of Saint John. The property now falls under the Grand Bay-Westfield entity.

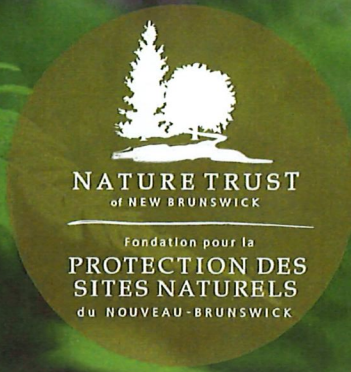
At the request of the Commanding Officer of RCMP "J" Division and the Chief of the Saint John police force, I am formally authorizing the Saint John Police Force to continue providing policing services to this property. This formality does not affect the NB-911 dispatch centre as its mapping was already aligned with the dispatching of the Saint John police force to this area.

Sincerely,



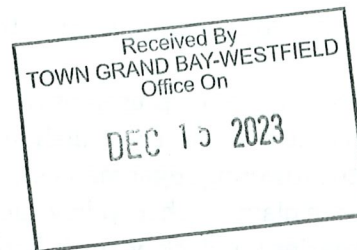
Hon. Kris Austin
Minister of Public Safety and Solicitor General

c.c. Brent McGovern, CAO, The City of Saint John, brent.mcgovern@saintjohn.ca
John Enns-Wind, CAO, Town of Grand Bay-Westfield, john@towngbw.ca
DeAnna Hill, A/Commissioner, RCMP "J" Division, deanna.hill@rcmp-grc.gc.ca
Robert Bruce, Chief, Saint John Police Force, robert.bruce@saintjohn.ca



December 11, 2023

Town of Grand Bay-Westfield
PO Box 3001
Grand Bay-Westfield NB E5K 4V3



Dear Mayor Merrifield and Council,

The holiday season always puts me in the mood to reflect on the year that's passed and the **people who made it so special.**

As I sit here—bundled up with a blanket, coffee in hand, watching the sun rise over our Ferris Street Forest and Wetland Nature Preserve just down the street from my home—I can't help but feel blown away thinking about the sheer scope of the work and shared efforts that went into protecting more of the **nature we all love this year.** I want to take a moment to let you know how much I and all of us at the Nature Trust of New Brunswick appreciate your dedication to protecting the land, including the plants and animals it supports, in our beautiful province.

We really can't do it without you!

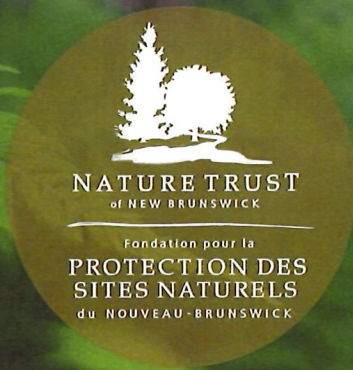
Coming together in our passions is what it's all about. **You continuously go above and beyond,** and your extraordinary efforts make a **meaningful impact.** Here are a just few highlights from last year that your generosity has supported:

- We added more than **141 hectares (348 acres)** of conserved land in New Brunswick, propelling us to more than **12,000 acres** of our goal to protect 15,000 acres by 2030;
- We organized more than **350** volunteers and partners to monitor **74** nature preserves, conduct **21** species surveys, and maintain more than **107 kilometres** of trails;
- We hosted **10+ public stewardship events**, engaging nature lovers in hands-on activities like invasive species removal, tree planting, and coastal cleanups; and,
- Through the **Passport to Nature** program, we hosted **10 events** focused on creating connection to nature through artistic activities like painting, photography, and ceramics.

As a dedicated supporter of the Nature Trust, you play a vital role in ensuring the ecological health and integrity of New Brunswick's most unique and sensitive habitats. One of these focal areas is the **Appalachian Hardwood Forest (AHF). Less than 1% of this forest type still stands today.**

For more than 25 years, the Nature Trust has been working to change that through our **Appalachian Hardwood Forest Conservation project.**

P.O. BOX 603, STN. A
FREDERICTON, NB E3B 5A6



Let me tell you, it is so exhilarating to see these **long-term efforts pay off!**

Some of my favourite nature preserves were protected through this effort. Speer Hillside and Beardsley Hill come to mind. These **lush forests** are truly magical—you can sense it as soon as you step beneath the towering sugar maples, ironwood, and ash. They're not just home to incredibly beautiful and rare plants such as yellow lady's slipper, maidenhair fern, and Canada violet—they are **wildlife sanctuaries** for black bears, fishers, pileated woodpeckers, forest songbirds and barred owls.

Speer Hillside and Beardsley Hill are perfect examples of how this work is **slow and steady**, but oh so **rewarding and bountiful** when it comes to fruition.

Most recently, we **successfully raised the funds to protect two new Appalachian Hardwood properties in Beaconsfield and Hovey Hill**. While all preserves are special, the latter is very dear to our community, as it lies adjacent to the Hal Hinds Forest Protected Natural Area, named after a founding member of the Nature Trust. We had to jump on the opportunity to add to the unfragmented wildlife and wildflower refuge honouring Hal's vision to "learn them, love them, protect them."

This ongoing work is one of love and patience. It requires identifying properties, building relationships, conducting site surveys, nurturing opportunities, and ultimately the transactions of securing the land—all of which requires tremendous commitment and resources.

This holiday season, **we've set a fundraising goal of \$100,000** to support this critical work for nature in New Brunswick. Our **Appalachian Hardwood Conservation project** focuses on conserving, protecting and stewarding not only more of the Appalachian Hardwood Forest, but also lush and vibrant wetlands, climate-resilient woods, diverse coastal ecosystems, and stunning old growth forests as we work, together, to **halt and reverse nature loss**.

If you have great ideas on how we can work together in 2024 to do even more to protect nature, our shared passion, please don't hesitate to reach out to me.

From all of us at the Nature Trust of New Brunswick, I thank you again for your support in 2023 and I wish you and your family a warm and joyous holiday season filled with good food, good company, and good health.

With gratitude,


Stephanie Merrill
Chief Executive Officer

Thank you for working with us this past year. We look forward to more collaborations in 2024!

River Valley Community Center Foundation Inc.
Regular Board of Directors Meeting Minutes
Tuesday, Oct.17, 2023
Held in-person in the downstairs conference room of the RVCC

1. Call to order: Call to order 6:39pm

2. Record of Attendance: Alex Clark, John Webber, Stephanie McIntosh Lawrence, Rick Adams, Kelly Robson, Tanya Oliver, Margaret Gillan.
Regrets: Katherine d'Entremont, Lori Williams, Amanda Hamm.

3. Approval of the Order of Business & Approval of Additions & Deletions:

8.2 – Financial Committee revised budget

Minutes:

Minutes from the Board of Directors Meeting of Sept. 19, 2023

Motion to accept John, Margaret second – motion passed to accept minutes from September.

8. Reports:

8.1. General Manager Report

8.2. Financial Committee

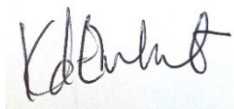
9. Business arising from Minutes:

- To discuss (from John Webber) – The town manager has requested that we enter into a discussion regarding coming under their insurance policy.
- Operational Review - monthly update

10. Adjournment: Motion made by Margaret, second by Kelly, motion passed.

Next meeting: Tuesday, November 21 at 6:30 pm.

Signed by:



RVCC Board Secretary

Date:

November 13, 2023

River Valley Community Center Foundation Inc.
Regular Board of Directors Meeting Minutes
Tuesday, Sept. 19, 2023

Held in-person in the downstairs meeting room of the RVCC

1. Call to order – Tanya Oliver called meeting to order 6:36 pm

2. Record of Attendance - Present: *Tanya Oliver, Margaret Gillan, Amanda Hamm, Alex Clark, Lori Williams, John Webber, Katherine d'Entremont, guest presenter Catherine Paulin.*

Regrets: *Stephanie McIntosh Lawrence, Kelly Robson, Rick Adams*

3. Approval of the Order of Business & Approval of Additions & Deletions

Amanda would like to add a grants report to the agenda (8.2).

Lori makes the motion to approve, Margaret seconds. Carried.

4. Disclosure of Conflict of Interest: Nil

5. Presentation

Catherine Paulin, the community development coordinator of the Fundy Regional Service Commission, presented to the board.

In this role, she will be looking at the whole region – what services to do have, what's working, etc. There is a desire for people to stay in their homes and their communities for as long as they can. One thing they are looking to develop more is a program where volunteers drive people to appointments/errands who might not be able travel otherwise (mobility issues, no vehicle, do not want to drive themselves).

Dial-a-ride was an initial volunteer-based service in Grand Bay-Westfield. This program is still being run and has been absorbed by the Fundy Regional Service Commission.

Now, Fundy Regional wants to centralize dispatchers/drive coordinators and build sustainability in the program.

Urban Rural Ride – Fundy Regional has approached them. They are based in Moncton and have started expanding throughout the province. They will be doing the training and paperwork to make sure that support is there – with drivers who are well-vetted well-trained.

Catherine is now reaching out to organizations in communities to see how to strengthen the outreach for volunteers as well as inform residents of this program offer.

Once they have six volunteers, Urban Rural Ride will be able to start the program – perhaps as soon as in a few weeks.

RVCC board members suggested reaching out to provincial Home and School associations, posting on Facebook, looking into Grand Bay-Westfield businesses that would do a corporate volunteering program (ie: three hours of volunteer driving a week), Pioneers program, other retiree groups in the community, local church groups.

Motion to receive and file made by John, seconded by Margaret. Carried.

6. New Business: Nil

7. Minutes:

7.1. Minutes

Motion to accept the minutes from May 16, 2023, made by Amanda, seconded by Lori. Carried.

8. Reports:

8.1. General Manager Report

Alex said that Kelly took part in the staff evaluation process before she left her position and there was an agreement on increased percentages.

Lori raised a concern about losing the staff due to rates/salaries in relation to inflation/cost of living. She asked about exploring increasing hourly rates/salaries.

John W. said the organization bumped up hourly rates a few years ago.

Amanda said they could look at inflationary rates, and ask for more from the town.

Alex said something he would want to work on is an RRSP matching program for staff.

The new Cooling Tower Registry is something that was put into effect in June 2022 to regulate water cooling systems. This is costly and while we will look for grants to support being compliant, the board noted as this is a new provincial regulation, this should be captured in our budget request.

We now have a liquor license – areas include the Webber Room, bleachers and lobby.

544 people is the capacity for hockey.

For summer entertainment, the inspector will come back to estimate floor space, etc.

The Rock asked about selling Chase the Ace tickets at games. The board noted that we should be selling our own.

November 9 is the first game – there are 6 home games scheduled.

The centre's Chase the Ace has been good for social media growth, and The Rock, Alpines are sharing posts - 158% growth in engagement online.

LMHA reached out – they weren't involved in tickets/community partner. This was an oversight.

Dressing room three will be repainted for female hockey. There is a grant for \$1,000 from HNB to do signage.

8.2. Grants update

Age-friendly outdoor space project update.

Motion to authorize Alex to start communicating with the town to operationalize the snowshoe bank.

8.3. Finance

Spreadsheets on ice rentals and wages

Heat and power increase – has gone up and could go up again.

Ice rental – full at this time.

Motion to accept the General Manager's report and grant and finance reports made by Katherine, seconded by Amanda. Carried.

9. Business arising from Minutes:

Operational Review:

Still being looked at but we need to keep working on it.

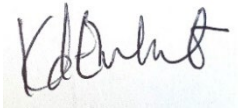
Succession planning: Margaret is training on finance committee and Josh is now working regular hours.

10. Adjournment: 8:35 pm

Motion to adjourn made by Margaret, seconded by Katherine. Carried.

Next regular meeting: Tuesday, Oct. 17, 2023

Signed by:

A handwritten signature in black ink, appearing to read "K. D. Smith", written over a light blue rectangular background.

RVCC Board Secretary

Date:

October 3, 2023

Monthly Report for November 2023

Emergency Responses:

1 Fire alarm activated 9 Medical rescues 1 Motor vehicle accident 1 Wire down	2 Mutual aid requests 1 Outside fire 1 Structure fire
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Training:

Regular weekly training Firefighter I course	352 Hours
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Shifts:

722 shifts	4,332 Hours
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Ancillary Activities:

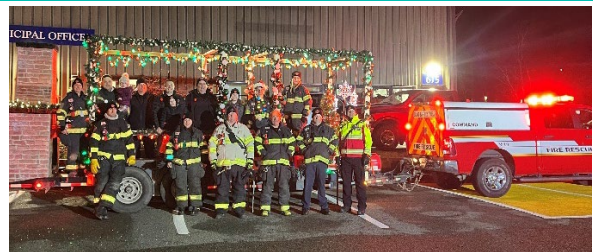
Officers meeting Remembrance Day Service	Operation Christmas Miracle Christmas parades	441 Hours
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Highlights:

The Department took part in 2 Christmas Parades this month. The first was the KV Santa Clause Parade, followed by the Dirt Road Parade.



On November 23-25 the Department held its operation Christmas Miracle.



Troy Gautreau
Fire Chief/Deputy CAO



Monthly Report for December 2023

Emergency Responses:

2 Fire alarm activated calls	1 General service call
16 Medical rescues	1 Structure fire
2 Motor vehicle accidents	9 Wire down calls

Training:

Regular weekly training Firefighter I course	315 Hours
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Shifts:

738 shifts	4,428 Hours
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Ancillary Activities:

0 Hours

Highlights:

The Chief Officers held their annual Chief's breakfast for firefighters and their families.



The Department took part in the first Grand Bay-Westfield Christmas Parade.



Troy Gautreau
Fire Chief/Deputy CAO



John Enns-Wind

From: Haley Bungay <haley@janewbrunswick.ca>
Sent: January 3, 2024 10:44 AM
To: John Enns-Wind
Subject: Junior Achievement Entrepreneurship Campaign
Attachments: PNG image; PNG image[62]

CAUTION: External sender

Good Morning John

I hope this email finds you well and 2024 has started off on the right foot for you! Over the past few years, Junior Achievement NB has been working hard to ensure our programs continue to have a meaningful impact on the lives of young New Brunswickers. We hope to not only prepare them for a successful future, but to nurture their entrepreneurial spirit as they prepare to make an impact on our province!

As we enter the second half of the 2023-2024 program year, we have seen incredible demand for our Entrepreneurship programs and we need your help once again! JA couldn't be happier to have this increased demand for our life-changing programs, however, it does come with added pressure to ensure we raise the much needed funds so that no child or school ever pays to participate in a JA Program! Last year, you generously made a donation to support our programs in the amount of \$300.00 and we are hopeful you would make a similar donation again this year. If you are interested in making an even larger impact, please see the various support levels available below and the benefits they include for you.

With your continued support, we can help students build the skills needed to help them be the entrepreneurs of tomorrow!! Thank you for your continued support and consideration of this request and I look forward to hearing from you!

Have a great day!

Haley



Member of
JA Canada

SUCCESS STARTS HERE.

Levels of Support

\$300

- Impact 25 Students (or one class at a local school)
- Charitable Receipt for Full \$300



\$600

- Impact 100 Students (or three classes at a local school)
- Charitable Receipt for Full \$600
- Company Name listed as "Mentor" on JA New Brunswick Website

\$1000

- Impact 250 Students (or ten classes at a local school)
- Charitable Receipt for Full \$1000
- Logo Recognition as "Mentor" on JA New Brunswick Website
- Dedicated Social Media Post

“Building Tomorrow’s Entrepreneurs Today!”

Haley Bungay

Vice President, Development & Communication | Tel: 506-447-9107 | haley@janewbrunswick.ca



Member of
JA Canada

SUCCESS STARTS HERE

We’re on a mission to inspire and prepare young people to succeed in a global economy

janewbrunswick.ca | jacampus.org | @JA_NB

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